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Position #: (NUNC).... (E)
Developed by:.....PA, TM
Reviewed by:.....LK; DLJ
Approved by:.....LK
Date:..... 06/10; 05/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Director, Sponsored Projects (Post Award)
DIVISION: Research & Economic Development
REPORTS TO: Associate Vice President, Research Administration
GRADE: 13
SUPERVISES: Professional, technical, clerical support staff as assigned

BASIC FUNCTION:

Direct the Post Award Group (PAG) operations and develop PAG staff in order to independently perform sponsored research/other program post-award financial management duties at an advanced level, with emphasis on compliance with institutional policies and procedures, state and/or federal laws, and award terms and conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In the role of Post Award Group Personnel Management and Leadership, direct Post Award Group (PAG) operations and set priorities, including but not limited to: analyzing and distributing award documents and electronic requests; overseeing section audit activity; and coordinating year-end and annual processes.

Mentoring and overseeing PAG staff and providing regular feedback/evaluations.

Serve as main resource to new PAG staff, develop and deliver section-specific new hire training, and review new staff's work and provide feedback on progress.

Develop PAG processes and guidance documents and maintain tools and resources.

Oversee a more complex distribution of awards in areas such as award terms, financial aspects, and invoicing and reporting requirements.

Serve as a lead subject matter expert to faculty and staff regarding PAG processes and sponsor requirements.

Actively participate in OSP leadership and other meetings and communicate relevant information.

In support of Post-Award Financial Management, conduct detailed reviews of executed award documents, including related sponsor research policy and other references, to identify and track financial and compliance requirements. Perform pre-audits to determine allowability, accuracy, and compliance based on award terms and conditions and applicable policies and procedures. Coordinate cash collection activities. Manage all cost share commitments.

In the area of Policy and Regulation Interpretation and Application, research, interpret, and autonomously apply all relevant federal and state regulations and laws, University and sponsor policies, and sponsoring agency terms and conditions on a daily basis.

Continuously monitor for updated regulations and policies to ensure sponsored research/other program compliance. Advise University faculty and staff on how to best maintain compliance.

Assist in the development and implementation of OSP policies, procedures, and objectives.

In the area of Liaison and Outreach Engagement, act as Post Award liaison between University and sponsors. Lead in conflict resolution of award issues and use independent judgment to facilitate resolution with all concerned parties. Partner with and provide expertise to department business office staff and University units. Analyze and provide data to support studies by the Office of Government Costing. Conduct outreach initiatives to promote OSP and overall University objectives.

To support Electronic Systems Application, evaluate OSP and University system data for consistency with award terms and conditions. Develop, utilize, and maintain numerous Post Award records and databases and analyze associated data. Access and maintain a working knowledge of multiple sponsor electronic systems and advise faculty and staff on the use of these systems, as needed.

To support Business Operations Contributions, lead process analysis and seek to streamline efficiencies and improve customer service.

Take part in overall OSP strategic planning and operational decision discussions.

Prepare year-end audit work papers and assist in federal, state and independent audits of the University, and audits for URI-sponsored projects in foreign countries, ensuring timely and accurate resolution of audit issues.

Review monthly, quarterly and annual financial reports prepared for funding agencies prior to submission to the Director.

OTHER DUTIES AND RESPONSIBILITIES:

Exhibit sensitivity to and consistently meet the support requirements of a research environment, and be committed to customer satisfaction.

Be committed to effective teamwork.

Be flexible and open to change, show initiative, and be proactive.

Assist the Associate Vice President, Research Administration on other matters as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software and federal electronic proposal submission systems.

ENVIRONMENTAL CONDITIONS:

There are no adverse environmental conditions associated with this position.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of eight years of experience in research administration; Minimum of three years of management experience; Demonstrated knowledge of post-award financial management; Demonstrated experience in managing compliance with federal government grants and contracts; Demonstrated ability to interpret and apply university and sponsor policies and procedures; Demonstrated experienced with electronic grants management systems and enterprise research administration systems; Demonstrated ability to analyze complex situations, identify workable solutions, and make appropriate determinations; Demonstrated ability to be a team player; Demonstrated ability to manage multiple priorities in a fast-paced, deadline-driven setting; Demonstrated leadership and decision-making skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree; Minimum of eight years of experience in research administration in a higher education or government environment; and, Designation of Certified Research Administrator (CRA), Certified Pre-Award Research Administrator (CPRA), or Certified Financial Research Administrator (CFRA) .

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.