

Job Code.....101360  
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 (Pre 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 Pre Award Group (PAG) operations and provide administration guidance and supervision of all proposal submissions and awards negotiation and acceptance for extramural support in accordance with sponsor, federal and state regulations, university and departmental policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In the role of Pre-Award Group Personnel Management and Leadership, direct Pre-Award Group (PAG) operations and set priorities.

Mentor and oversee 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.

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 Pre-Award Management, serve as primary contact for award acceptance; account administrator for all electronic submission vehicles.

Provide expert support to faculty and staff and facilitates application process via proposal review, approval, and submission.

Review and negotiate terms and conditions of sponsored project awards. Authorized to conduct final review, approval and sign agreements, grants, and contracts (with support from other OSP staff).

Interface with sponsor representatives on interpreting rules, regulations and compliance issues. Remain current on changes in federal states, state, and university policies and procedures.

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 Pre-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. Conduct outreach initiatives to promote OSP and overall University objectives.

Provide assistance to faculty and staff with development, preparation, and submission of proposals for external funding. Track deadlines to ensure proposals are submitted on time. Prepare grant reports.

To support Electronic Systems Application, act as system administrator in proposal submission software.

Evaluate OSP and University system data for consistency with award terms and conditions.

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.

Provide leadership for strategic planning, policy making, and maintaining organizational effectiveness.

**OTHER DUTIES AND RESPONSIBILITIES:**

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

Be committed to effective teamwork.

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

Assist the Vice President of Research and Economic Development 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 and a minimum of eight years of experience in research administration OR Associate's degree and a minimum of 15 years of experience in research administration; Minimum of three years of management experience; Demonstrated knowledge of pre-award grant administration; 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 strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; 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; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree; Designation of Certified Research Administrator (CRA), Certified Pre-Award Research Administrator (CPRA), or Certified Financial Research Administrator (CFRA); Demonstrated knowledge of university organization and activities; and, Demonstrated research administration experience in a higher education or government environment.

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