

Job Code: .....101478  
Position #: (PSA)..... (E)  
Developed by:.....TM  
Reviewed by:.....LK; DLJ  
Approved by:.....LK  
Date:.....08/19/21

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Specialist III, Grants and Contracts  
**DIVISION:** Research & Economic Development  
**REPORTS TO:** Associate Director, Sponsored Projects  
**GRADE:** 10  
**SUPERVISES:** Professional and support staff as assigned

**BASIC FUNCTION:**

Serve as the primary post-award staff member for sponsored research awards with major foreign components, which require additional review functions such as: managing foreign subcontracts, authorization of cash advances to foreign subawardees, approval of foreign subawardee invoices, document cost-share reports for foreign-based awards). Maintain a strong working relationship with research groups (e.g., Coastal Resource Center).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as post-award person on a sponsored projects team responsible for working directly with PIs and staff in a defined subset of departments within the University to facilitate understanding of the sponsor's administrative terms and conditions of awarded project. Responsible for oversight of projects from federal, state, Foundation, non-profit and corporate entities according to federal, state and University policies, award set-up, approving invoices, and assisting with the completion of financial reports on behalf of the University and final close-out of awards.

Serve as the primary post-award staff member for administration of awards and subawards that fund the URI research vessel (e.g., R/V Endeavor, New Research Vessel) which have unique funding terms and conditions (e.g., Major Overall Stabilization Account).

Represent Office of Sponsored Projects in meetings related to sponsored research awards with major foreign components and research vessels.

Set up award in sponsored projects tracking system/University's general ledger.

Analyze and approve requisitions for items to be charged to sponsored project account in order to ensure expenses are allowable, allocable, and reasonable, and that they are in compliance with sponsor's requirements.

Analyze, approve, and process basic personnel appointments to sponsored project accounts to ensure expenses are allowable, allocable, and reasonable and in compliance with sponsor's requirements.

Work with agency sponsors, principal investigators, and administrative staff to troubleshoot grant administration-related issues.

Maintain working knowledge of the Office of Management and Budget (OMB) Uniform Guidance, as well as the principles of allowability, allocability and reasonableness.

Monitor cost-sharing and Dean's Pledge awards.

Prepare various reports for submission to funding agencies, as well as for internal use.

Process close-out of awards, including pre-closing notice, review projects for open items, encumbrances, advances, deficits, surpluses, adjustments, and final billing.

Monitor technical reporting requirements, ensuring that they are met by the PI.

Interpret award instructions from grant and contract documents, including agency requirements for managing the project, restrictions, billing, and reporting.

Work with other Sponsored Projects personnel to resolve problems.

Monitor compliance and adherence to University, federal and state policies and procedures.

Monitor international accounts for expenditure allowability, accountability, and exchange rate calculations.

Maintain current knowledge of various University financial systems and all related interfaces.

**OTHER DUTIES AND RESPONSIBILITIES:**

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

Be committed to effective teamwork.

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

Assist the Associate Vice President for Research Administration and the Associate Director of Sponsored Projects on other matters as required.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of five years of financial experience in a research administration role in higher education; Demonstrated working knowledge of Office of Management and Budget (OMB) Uniform Guidance; Demonstrated working knowledge of principles of allowability, allocability and reasonableness; Demonstrated familiarity with federal, state, and sponsor-level requirements for sponsored projects; Demonstrated computer experience (i.e., word processing, spreadsheet and database management software); Demonstrated attention to detail; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to be a team member; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree; Demonstrated working knowledge of higher education organization and activities; and, Demonstrated experience with PeopleSoft, InfoEd or other ERP system.

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