

SPAULDING REHABILITATION HOSPITAL

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

The Pre-Award Administrator is expected to provide a wide range of preaward services in the areas of grant application preparation and submission, regulatory compliance, and data management, and to assist in cultivating the research portfolio for the Office of Research Administration.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

- Reporting to the Director, the Pre-Award Administrator will assist in the delivery of training to faculty and staff in the areas of funding source identification and regulations, and requirements of specific funding sources. Assess and advertise funding opportunities to appropriate faculty & staff. The Pre-Award Administrator will coordinate with Partners Research Management the Effort Reporting system for Spaulding. This position will be responsible for the overall management of Spaulding's Equipment Inventory system relating to the hospital's sponsored research portfolio. Work with investigators in the preparation of all grant applications, contracts and subawards. Preparation includes proposal budget development, review of financial and administrative management requirements of all proposals to ensure compliance with Partners Healthcare and sponsor policies. Ability to manage high volume and complex applications

Essential Duties:

- Work with investigators in the preparation of all grant applications, contracts and subawards. Preparation includes proposal budget development, review of financial and administrative management requirements of all proposals to ensure compliance with Partners Healthcare and sponsor policies. Ability to manage high volume and complex applications.
- Develop and implement strategies to identify individual and collaborative research opportunities to enhance funding for research by Spaulding faculty.
- Identify agencies, including federal agencies, state agencies, and private foundations to solicit funding opportunities.
- Edit funding applications for faculty and research staff.
- Update on an ongoing basis faculty biosketch and CV files.
- Prepare for the Office of Research Administration planned activity reports and other internal reports as requested.
- Develop, implement, and maintain for Spaulding an Equipment Inventory system in support of the hospital's research portfolio and in accordance with Federal Property Management Requirements. Duties include: Database management; maintain equipment records, property inventory control, identification, and disposition. Prepare and submit all mandated reports to meet federal and other sponsor reporting requirements.
- Develop and manage with Partners Research Management Spaulding's Effort Reporting system to ensure compliance with federal regulations. Establish procedures, administer, and maintain effort reporting documents for Spaulding research faculty.
- Manage InfoEd Proposal Tracking database in support of Spaulding research portfolio.
- Input of timesheets for Spaulding research staff to KRONOS in compliance with Partners financial solution and Effort Reporting regulations.
- Review, coordinate, and process for faculty and research staff grant specific reimbursements and purchases.
- Prepare, coordinate, and submit for faculty all required employment documentation to Human Resources and input into Peoplesoft for Spaulding's research staff, including but not limited to: new hires, merit reviews, changes in payroll distribution, and terminations.
- Serve as liaison for research faculty and staff between Spaulding and Partners Units.
- Engage as part of the Office of Sponsored Programs team in problem solving, process analysis and re-engineering activities

- Coordinate with Director overall office operation including but not limited to record retention and maintenance.
- Assume additional responsibilities as assigned by Director.

QUALIFICATIONS: (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

- Minimum of a Bachelors Degree required or 3-5 years relevant experience preferably in the area of research administration at a hospital or university setting
- Knowledge of Federal and Non-Federal regulations and operation policies of sponsored research, including OMB Circulars A-110, App E of 45 CFR part 74, A-21, A-122 and A-133, OASC-3, PHS grants policy statement, and all FARs.