



	DATE June 24, 2009
JOB TITLE Grant & Contract Specialist	JOB CODE 9158
FLSA STATUS Exempt	UNIT/DEPARTMENT Pediatric Surgery
REPORTS TO: Dr Kevin Lally , Chairman Diane Harnden, DMO I	SUPERVISES: None

POSITION SUMMARY:

Assists in planning, coordinating and monitoring the research activities of the Department of Pediatric Surgery. Develops and administers procedures designed to comply with appropriate regulations relating to the administration of government and private research grants, endowments, private gifts and contracts for the interpretation and application of such procedures and regulations.

POSITION KEY ACCOUNTABILITIES:

1. Assists all Pediatric Surgery's Principal Investigators with pre and post award administration and coordination . This includes working closely with PI to develop budgets, layout of grant data, and management of submission with PI's administrative support personnel. Handles all interactions with UT departments and sponsoring agency.
2. Analyzes proposed grants and contract proposals and awards for special conditions/restrictions and establishes controls as needed to ensure full compliance. Works closely with PI, administrative support and UT Departments to manage effectively for successful grant submission in timely fashion.
3. Provides assistance to Pediatric Surgery's Principal Investigators and staff to ensure allowability and allocability available to them by counseling and/or disseminating information and guidelines of the various granting agencies.
4. Distributes to Principal Investigators pertinent information relating to contractual provisions and obligations.
5. Reviews all Pediatric Surgery Department's grant submissions prior to signature sign off by Chairman, Dr Kevin Lally or DMO assuring error free applications will be submitted to OSP & sponsoring agencies.
6. Adjusts budgets dependent upon contract requirements.
7. Manages all agency's invoicing for PI working with appropriate administrative staff. Acts as a liaison to agency personnel, UT departments, PI and support staff.
8. Coordinates activities in establishing grant protocol with institutions that may be involved in similar activities as named by the grant.
9. Assists in development of progress plans with professional organizations relative to the objective and purpose of grant funding for a particular area of research or training.
10. Will work with Principal Investigator in subcontract budgeting, subcontracts and sub-recipient monitoring, audits, and the oversight of administration of foreign offices and collaborators.

11. Compiles financial and personnel reports for grants and contracts at the departmental or school level.
12. Negotiates with agency regarding renewal of contract/subcontract.
13. Oversees proper close-out of grants and contracts, including final financial reports to grant agency. Prepares, analyzes and maintains accurate fiscal records to include investigation and correction of any discrepancies. Utilize FMS system to process journal entry and run queries.
14. Will work with department management to handle monthly effort reporting. When needed prepares salary journal transfers and PA forms for sponsored effort. Works with management on verification for reconciliation of sponsored accounts salary effort each month.
15. Assists in the preparation of progress reports and grant proposals to both private foundations and governmental agencies to include NIH, AHA, US Army, DOD, CBR, KCI, DDC, and internal department funding. Works closely with the Office of Sponsored Projects on the submission of grants. Manages required online submission process utilizing agency specific websites such as, Grants.gov and the American Heart Association.
16. Works closely with the Post Award Finance Team for accurate electronic account setup, closure and transfers of funding for all awards. Ensures institutional compliance on all financial activity. Requests no cost extensions as needed.
17. Serves as a financial information liaison concerning sponsored accounts for faculty, students, vendors, external funding agencies and other university departments as needed
18. Composes correspondence and memos, transcribes grant data, prepares graphs, tables, manuscripts, graphic presentations for numerous speaking events, grants and research needs for Pediatric Surgery faculty.
19. Attends internal and external training as needed, such as: Grants 101, PeopleSoft, budgetary and software training as required to perform above duties.
20. Manages special projects and other duties as required. Trains new faculty on Grant related matters.
21. Creates and maintains inventory of assets procured under contract and grant accounts.
22. Performs other duties as assigned.

CERTIFICATIONS/SKILLS:

- Excellent interpersonal communication and presentation skills both written and verbal.
- Intermediate to advanced knowledge of MS Office.
- PeopleSoft experience preferred.
- Able to multitask, be detail oriented and able to work independently sometimes in stressful conditions under deadline expectations.
- Prior grants management experience preferred.

MINIMUM EDUCATION:

Bachelor's degree or relevant work experience in lieu of education

MINIMUM EXPERIENCE:

Two years of experience

PHYSICAL REQUIREMENTS:

Exerts up to 20 pounds of force occasionally and/or up to 10 pounds frequently and/or a negligible amount constantly to move objects.

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*