**SUBAWARDS SPECIALIST**

Office of Research Administration, School of Medicine

PURPOSE: Support Subawards Manager in the processing of outgoing subaward agreements under federal grants

RESPONSIBILITIES:

1. **Initiate review process for the development and/or review of subawards under prime grants**
* Review application and subsequent award for the information necessary to prepare the subaward agreement
* Request information from the department via the Subaward Information Sheet and follow up upon return of the form
* Request compliance documentation from the department or subrecipient, including IRB approvals, IACUC approvals, and conflict of interest certifications
* Obtain wire transfer information for foreign subsites
* Request any additional information from subrecipient needed to complete the subaward
* Make initial data entry in the Access log and update as needed with the current status of the subaward
* Correct Subcontract Information Sheet as needed using information gathered from the file, department, and subrecipient
* Draft the initial subaward agreement for review by Subawards Manager or directors
* Under Subawards Associate’s direction, assist subrecipient with questions and/or issues to be negotiated
1. **Draft subaward agreement modifications**
* Using previously developed templates, draft subaward agreement modifications.
* Under Subawards Associate’s and Subawards Manager’s direction, negotiate subaward language with subsites and assist with any questions.
1. **Subaward account creation and maintenance**
* For original subaward agreements, request 96 numbers using Award Change Form, ensuring indirect costs are correctly charged.
* Create shopping carts in SAP for original subawards.
* For modifications, update purchase orders in SAP as necessary.
1. **Facilitate execution and distribution of subaward agreements**
	* Working with the Subawards Associate, follow up with sites every 2-4 weeks to ensure that subawards are negotiated as efficiently as possible.
	* Upon finalization of subaward terms and partial execution of agreements by the subsite, obtain appropriate signatures at JHU.
	* Add JHU purchase order number to fully-executed original agreements and return to subsites.
	* Provide fully-executed agreement to Grant PI, Subawards Associate, Subawards Manager, and/or financial analyst, as necessary.
* Update subawards database.
* Remove superfluous paperwork from the subaward file and make sure documents are in proper order.
* Ensure subaward file is appropriately filed.
1. **Other**
* Maintain familiarity with terms of prime cooperative NIH grant agreement.
* Participation in biweekly Subawards Group meetings in ORA.
* Meet with Subawards Associate on a weekly basis to discuss any issues.
* Maintain current knowledge of developments in legislation and sponsor requirements affecting subawards.

**REQUIREMENTS:**

Education: B.A. or B.S. required

Experience: Must have 1 – 2 years of relevant work experience, preferably with exposure to research administration and/or paralegal work

Skills: Must be able to learn quickly, read analytically, and write clearly and persuasively. Requires strong typing and computer skills (Word, Excel, Access) and excellent spelling and grammar.

Other: Ability to work well under pressure, and perform duties in a timely and efficient manner. Individual must be detail-oriented and well-organized. Must be able to work independently after initial instruction, but must also be willing and able to work as a member of a team with input from multiple sources.