



Job Title:	Grants Administrator	Prepared by: VP for Research
Location:	Henderson/Summerlin	Approved by: Director, HR
Unit:	Research	
Reports To:	VP for Research	
FLSA Status:	Exempt	Date: August 25, 2014

Summary

This position reports to the Vice President for Research and provides leadership and oversight of all pre-award and post-award functions of sponsored projects proposals, including grants and other types of awards. This position is responsible for programmatic compliance with sponsor and institutional policies and regulatory guidance. This position will facilitate the advancement of research and sponsored project activities at Roseman through a variety of efforts.

Essential Duties and Responsibilities

- Plan, organize, implement and evaluate a comprehensive grants strategy for the colleges with a focus on biomedical sciences (including basic science, translational and clinically-related medical research), pharmaceutical sciences and practice, dental medicine, graduate nursing and allied health professions.
- Prepare all action statements regarding the listed responsibilities.
- Pre-award functions include proposal development, proposal assistance, proposal review and approval, proposal submission, managing subawards, and award acceptance and activation.
- Post-award functions include review of award terms and conditions, allowable cost oversight, effort certification, cost transfers, application of F&A costs, subrecipient payment and monitoring and award reporting and closeout.
- Transfer of grants for incoming/outgoing investigators.
- Interact with auditors on grant expenditures for A-133 audit.
- Obtain reviewer feedback on proposals not funded.
- Manage issues related to international and domestic research collaborations (collaborative agreements), invention disclosure, and material transfer agreements.
- Make sure Roseman is compliant with research misconduct regulations, financial conflict of interest regulations, animal research and human subject's research, including coordinating with Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC).
- This position will also coordinate indirect cost rate proposal with Business office and negotiate with DHHS Division of Cost Allocation.
- Work closely with deans, faculty and other staff members of the colleges to gather information on needs, programs/projects and evaluation strategies and create a strategic case to support institutional and college priorities.

- Research the potential sources of funding as requested by the faculty members and deans/unit heads and then communicate the results to the appropriate faculty members and deans/unit heads.
- Represent the colleges at local, in-state and out-of-state meetings related to sponsored projects and grants administration.
- Prepare reports of grants and research activities that are submitted to the University's Administrative Council on a regular basis (typically every two weeks).
- Participate in professional development activities.
- Work with the University's Business Office on topics related to grants administration, including:
 - Interact with auditors on grant expenditures for the A-133 audit, including preparation and presentation of supporting documentation.
 - Monthly preparation and reporting of grant schedules with allocations of the indirect cost rates.
 - Meet with University Controller monthly to review or reconcile grant revenue and allocation of rates and to receive required support from Business Services unit for grant applications or reporting to granting agencies.

Skills

Individual must possess the knowledge and skills to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Strong oral communications skills.
- Outstanding writing, editing and proofreading skills.
- Ability to work effectively and collaboratively with a wide range of professionals.
- Ability to conceptualize as well as attend to detail.
- Knowledge of higher education and health sciences education highly desired.
- Ability to work successfully under time pressure and to handle competing priorities with minimal supervision.
- Bibliographic knowledge/skills, that permits systematic academic research and library work utilizing print, the internet and other resources.
- Computing skills including Word, Excel, Outlook, and internet browsers.
- Ability to interact effectively with administrators, faculty and staff.
- Ability to travel as needed.

Education/Training

- Bachelor's degree in a relevant field is required. Extensive knowledge of sponsored projects and grants administration is necessary. Extensive training and experience in communication, especially written, required. Background knowledge of various funding sources for research and educational grants, from both public and private funding sources, is necessary.

Experience

- A minimum of three years in sponsored projects and grants administration required, preferably in a higher education environment and/or health industry environment. Experience in project/program planning processes highly desired.
- Preference will be given to an applicant with direct experience negotiating with federal and private granting agencies, such as NIH, NSF, DOD, American Cancer Society, American Heart Association, Juvenile Diabetes Research Foundation (JDRF), Muscular Dystrophy Association, among others.

Work Conditions

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between Henderson and Summerlin campus buildings, off campus, and there is occasional travel to Roseman campus and facilities located in South Jordan, UT.
- Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman campuses or facilities (e.g. South Jordan, Utah) occurs occasionally and is required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.
- Any additional area-specific requirements

Required Physical Abilities

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry a stack of forms and documents weighing up to 25 pounds.
- Any additional area-specific physical requirements.

I have read the above position description and have received a copy.

Employee Signature

Date