

Position Details

Department: Sponsored Research

College/Division: Research-Sponsored Research

Salary Plan: Administration

Hiring Salary/Salary Range: \$42,000 to \$47,000

Organizational Summary

The Division of Sponsored Research (DSR), a unit within the Office of Research & Innovation, is responsible for the USF System-wide development and administration of sponsored research activities, with delegated authority by the USF System President to execute contracts on behalf of the university. DSR coordinates and manages external and internal contracts and grants, providing services to faculty researchers and unit research administrators in the colleges and departments related to funding searches, proposal development, and grants management training. Subunits include Proposal Development Services- Proposals and Awards Services, including Sub-awards- Electronic Proposal Submission- Export Control- and Complex Projects. DSR has approximately 35 employees at four locations (Tampa, USF St. Petersburg, USF Sarasota-Manatee, and USF College of Medicine), with an annual budget of \$3 million. DSR processed nearly \$400 million in contract and grant awards in FY2009/10. Clients served are USF System faculty, research administrators and other USF employees, students, community liaisons for collaborative projects, and representatives of public and private sponsoring agencies. DSR is a fast-paced, compliance- and deadline-oriented office, the mission of which is based in Florida Statute and is to protect the best interests of the USF System.

Position Summary

Liaison with University faculty, staff, and external sponsors (federal, state and private) to procure and manage sponsored research activities. Provide relevant, accurate and timely information on procedures and regulations to research faculty, sponsors and department contacts. Maintain thorough current knowledge of relevant contract and grant administration information.

Responsibilities

Performs other assigned miscellaneous administrative duties including preparing special reports which are related to the University's sponsored program activities.

Contract execution. Negotiates, drafts, and reviews contracts, subcontracts, and contract amendments, assuring completeness and compliance with university policy and procedure. Obtains confirmation of accuracy of work statements from faculty project director. Alerts University counsel to potential legal problems and secures counsel's approval of these documents prior to obtaining review and signature by Director. Reviews comment copies generated by General Counsel and other pertinent reviewers and ensures that all appropriate changes have been made prior to submitting the contract for approval and signature to the Director or AVP. Initiates draft Memorandums of Understanding and Teaming

Agreements for review by the Director, General Counsel, and other appropriate USF administrators, using own judgment in deciding what clauses are needed to protect the best interests of the university. Works closely with General Counsel regarding all contract and subcontract matters. Reviews and approves or recommends exceptions to the standard language recognized by DSR as acceptable, using own judgment to safeguard the university's research program integrity, minimize risks and protect the interests of the university. Serves as subject-matter expert and instructs or responds to requests for clarification by SRAs on language that is too ambiguous and/or restrictive.

Proposal preparation. Assists faculty in the development of grant proposals and applications. Reviews and interprets funding agency guidelines and regulations and advises faculty as to policies and procedures of those agencies as well as those of the state and university. Reviews proposals and advises on funding strategies. Assists faculty in budget development, advising on determination and computation of appropriate salary levels, percentages of effort, fringe benefit rates, and indirect cost rate and base. Ensures that all proper university officials have approved the proposed activity. Assures duplication, packaging and mailing of proposal to agency for arrival by deadline.

Award administration. Serves as primary liaison between university and sponsoring agency program officers, and between project director and University administration matters related to the sponsored project. Assists project director in preparing University budget release form to conform to proposal budget. Authorizes establishment of restricted fund account. Prepares report for each award for distribution to project director, chairperson, dean and finance and accounting. Advises project director of procedures for handling expenditures, budget, and scope-of-work, budget revisions, contract amendments, time extensions etc. Performs continuous monitoring of project, drafts requests to funding agency for revisions in terms and conditions, and prepares multiple representations and certifications to federal and private agencies. Explain University system, regulations, processes and forms to faculty and support staff. Assists in solving problems and escalates serious problems so that appropriate action can be taken. Monitors awards for compliance issues, including current agreements for human subjects, vertebrate animals, etc.

University of South Florida Research Foundation. Performs both pre-and post-award activities for the USF Research Foundation (USFRF). This includes reviewing all research proposals that are being submitted to private agencies, i.e. private foundations, professional societies, companies and corporations and local government municipalities, to be administered through the USFRF. Once an award is received, incumbent is responsible for the establishment, administration, and closeout of the Research Foundation contracts and grants. This consists of negotiating budget and payment plans, establishing and activating Foundation accounts and University salary accounts.

Reviews and analyzes various documents announcing news sources of funding, and changes in policy by any current or potential sponsor, including the NIH Guide and Request for Proposals (RFPs) from various federal, state and local government agencies, private foundations, and private industry. Following discussions with faculty, makes suggestions for sources of funding.

Reviews monthly activity summaries and reports for submission to University faculty, staff and administrative officials. This includes verifying data for monthly and annual reports.

Minimum Qualifications

This position requires a Bachelor's degree and 2 years of research or research administration experience; progressively responsible experience directly related to research or research administration may substitute for the required education on a year for year basis.

Information for Applicants

Re-posted on January 5th, 2015; previous applicants need not re-apply.

This position is subject to a criminal background check.

How to Apply

Click on the Apply Now button. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required application and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position.

Equal Employment Opportunity

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.

Work Location

Campus map and location overview: USF - Tampa Campus

About USF

The University of South Florida is a high-impact, global research university located in beautiful Tampa Bay on Florida's spectacular west coast. It is one of the largest public universities in the nation, and among the top 50 universities, public or private, for federal research expenditures. The university is one of only four Florida public universities classified by the Carnegie Foundation for the Advancement of Teaching in the top tier of research universities, a distinction attained by only 2.3 percent of all universities.

At the heart of USF is a vibrant, diverse and engaged student body. More than 47,000 students are enrolled in the USF System, a system of three separately accredited institutions – USF Tampa, USF St. Petersburg and USF Sarasota-Manatee – with an annual budget of \$1.5 billion and an annual economic impact of \$3.7 billion. The university's main Tampa campus is home to USF Health, including the Colleges of Medicine, Nursing, Public Health and Pharmacy.

With over 230 degree programs at the undergraduate, graduate, specialty and doctoral levels, including the doctor of medicine, there's something for everyone at USF. The university offers a dynamic learning environment that inspires innovation, creativity and collaboration and is focused on student success.

More than 2,000 distinguished scholars, researchers and expert teachers, nearly all holding PhDs or the highest degrees in their fields, make up the USF faculty – including the 2012 U.S. Professor of the Year.

USF is a member of the American Athletic Conference, with 17 men's and women's varsity teams competing at the NCAA-level. New facilities for practice and competition, along with a completely renovated USF Sun Dome, put the university's athletic facilities on par with virtually every top program in the country. For more information about USF please visit: <http://www.usf.edu/>

Working at USF

With more than 16,000 employees in the USF System, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

To learn more about working at USF please visit: www.usf.edu