**DRAFT**

**CONTRACTS AND GRANTS ADMINISTRATOR**Office of Contracts and Grants   
University of San Francisco  
Position #

**General Scope of Position**

Reporting directly to the Director for Contracts and Grants, the Contracts and Grants Administrator is part of the team charged with building collaborative working relationships with USF faculty and providing faculty support in all aspects of pre- and post- award administration. The main duties of the Administrator are to support faculty throughout the proposal development process, including budget preparation; work collaboratively with university administration to obtain proposal approval; and communicate effectively with external partners and funding agencies. The Contracts and Grants Administrator will help faculty to manage their grants and perform post-award tasks related to the grants administration.

**Job Responsibilities**

* Understand, interpret and apply OMB guidelines and other agency regulations that affect grants: including Uniform Guidance, A-133, CFR and PHS IRB regulations.
* Stay current on federal government policy changes that affect sponsored projects administration.
* Build and develop strong interrelationships with funders, agency representatives and other collaborating institutions. Initiate and participate in activities to fulfill the outreach strategy of OCG; promote research and develop visibility throughout the university.

**Pre Award**

* Monitor, analyze, and follow-up with faculty on Intent to Apply notices. Address any items that are critical to compliance before proposal is submitted.
* Serve as the liaison with faculty, staff, and other university offices to obtain necessary internal approval before proposals are submitted.
* Assist faculty in all aspects of proposal development: interpret proposal guidelines, prepare budgets and budget justifications, complete standard forms and certifications, review proposals for compliance.
* Use experience preparing federal grant applications and familiarity with online submission portals, such as grants.gov and FastLane, to prepare accurate proposals.
* Register and help train faculty to use InfoEd to identify and receive grant opportunities.
* Keep all proposal files, database and compliance records current

**Post Award**

* Prepare final award documents for funders and partner institutions
* Address post-award issues, including requests to re-budget or to obtain no cost extensions, which may require follow up with funding agency.
* Work with faculty to ensure that renewals and continuation proposals are prepared and submitted on time. Prepare and submit requests for supplemental funding.
* Collaborate with research administrators at other universities to prepare subaward documents and annual budgets for multi-year grants
* Assist with completion and tracking of Time and Effort Reports
* Review and approve independent contractor agreements for external personnel hired with grant funds
* Monitor compliance of faculty and students in the responsible conduct of research and ensure adherence to conflict of interest and IRB policies.
* Explain and review grants management policies with faculty

**Qualifications**

* Bachelor’s degree required, a Master’s degree is preferred.
* Minimum of three years’ experience in a sponsored program office preparing a variety of federal and non-federal proposals; a private university or non-profit setting preferred.
* Self-motivated and able to work both independently and as a team member..
* Strong analytical and problem-solving skills
* Demonstrated ability to build strong working relationships within an institution, especially with faculty, and effective partnerships with collaborator institutions.
* Ability to read, interpret and analyze proposal guidelines and effectively explain them to faculty, noting impacts and potential issues.
* Excellent time management and organizational skills; detail-oriented; and ability to manage multiple, shifting priorities and prioritize in a deadline-driven environment.
* Understanding of budget development and thorough knowledge of Excel.
* Knowledge of cost principles and their application to federal grant budgets.
* Thorough knowledge of federal regulations as they pertain to proposal development and grants administration.
* Ability to prepare reports, tools, templates, checklists, etc. that are useful for administration and faculty.
* Advanced computer skills including proficiency with Microsoft Office.
* Some training and supervisory experience required.
* Experience in planning and presenting workshops desirable.