SPONSORED PROGRAMS MANAGER (PRE-AWARD)

The Sponsored Programs Manager (SPM) is the Institute's authorized organizational representative and serves as the central office and expert in pre-award administration. The incumbent is the final reviewer of all for grant funding proposals prior to submission and serves as a secondary resource to Tech Transfer for all corporate-sponsored funding proposals. The SPM also provides training to the Buck community, with the responsibility for mentoring, coaching, and educating other staff at the Institute who assist in proposal development and submission. Additionally, the SPM is responsible for reviewing and executing all awards and sub-awards prior to fund setup by the Post-Award Analyst. The incumbent is expected to establish efficient and productive relationships with researchers, staff, sponsors and other external collaborators. It is the incumbent's responsibility to remain up-to-date on sponsor, government and Institute policies, and to assess their impact on all stakeholders, in order to disseminate information in a timely manner and to ensure compliance in pre-award administration. This is an exempt position which reports to the CFO/VP of Finance and which requires a high degree of confidentiality.

RESPONSIBILITIES

Oversees and manages all Pre-Award functions, including:

- **Grants & Contracts Application Management**

  o   Reviews funding opportunity announcements and communicates proposal requirements.

  o   Assists faculty and staff with assessing grant application objectives and planning, including communicating unusual sponsor requirements and ensuring communication among to researchers, colleagues, and leadership to obtain approval for unusual restrictions.

  o   Maintains proposal deadline calendar and reminds responsible personnel of impending deadlines.

  o   Coordinates final preparation of proposals; assembles final application components, including obtaining necessary documents from sub-award collaborators; submits and tracks applications; coordinates Just-in-Time information.

  o   Maintains award files, including creating new active grants files, maintaining existing files, coordinating expired files and all other administrative duties required for maintenance of the grants filing system.

  o   Assist with all other pre-award processes and activities as needed.

- **Budget Support to Principal Investigators**

  o   Develops internal budgets as needed for proposals; coordinates and processes Other Support information, including the coordination of this information through pre- and post-award sources.

  o   Meets quarterly, or as often as needed, with Principal Investigators and Admin Lab Managers/Coordinators to assist with budget forecasts and budget compliance.

  o   Maintains approval/spending authority on sponsored projects and other funds.

SPONSORED PROGRAMS MANAGER (PRE-AWARD)

- **Sponsored Programs Compliance**

  o Maintains federal system registrations (including grants.gov, SAM and other sites) and maintains centralized information on electronic submission instructions.

  o Coordinates final preparation of progress reports.

  o Ensures accurate and timely communications with Post-Award.

  o Coordinates and follows up on internal compliance forms.

- **Administers T-32 Program**

  o In conjunction with responsible faculty, handles all administrative responsibilities for T-32 program.

- **Sponsored Programs Information and Training**

  o Provides grants training to Admin Lab Coordinators and Admin Lab Managers.

  o Maintains the Sponsored Programs Sharepoint Site updates, links and postings.

  o Provides presentations, training, and workshops on various research administration and policy topics.

- **Policy Development / Results Reporting**

  o Maintains the pre-award database, including data entry, generating reports, preparing information for the database and all other duties required for its maintenance.

  o Provides management with grants data relevant to forecasting and accounting; coordinates new reports and report distribution as needed.

  o Makes grants policy recommendations to Institute leadership.

- **Assists with Other Duties as Necessary for Operational Excellence**

EDUCATION / EXPERIENCE / SKILLS REQUIRED

- Bachelor's degree required.

- Minimum five years of successful experience in an office of sponsored research required as well as in-depth knowledge of, and experience with, pre-award grants administration.

- Outstanding interpersonal skills required – including tact, patience, the ability to work collaboratively, and enthusiasm about training others.

- Proficiency in MS Office required; Sharepoint experience desired.