**Title: Grants Coordinator**

**Position Summary:**  
The Grants Coordinator works closely with the Vice Chair of Research and the Director of Research Administration to provide pre- and post-award administrative support for the Department of Population Health.

**Duties & Responsibilities:**

1. Maintain records to support review of faculty effort for an annual process with faculty records, for federal time and effort reporting, and for a quarterly internal review process with each division.
2. Maintain grants-related reports at the department level including number of submissions, awards and success rates especially related to large collaborative grants.
3. Validate data reported in the institution’s research dashboard against internal records.
4. Provide pre-award support to Divisions as needed including completing all non-scientific portions of grant applications for Principal Investigators. Gather required documents from collaborators and subcontractor organizations as needed. Enter grant into Research Navigator and work with the department and Sponsored Programs Administration to ensure the grant is submitted by the funder due date.
5. Work closely with Director of Research Administration to conduct initial reviews of basic grant submissions and non-competing continuations.
6. Provide guidance to faculty and staff related to sponsor requirements as well as institutional and departmental grants policy.
7. Support Vice Chair of Research in implementing mock study sections, researching funding opportunities, and gathering and disseminating resource documents to foster stronger grant applications.
8. Perform other duties as assigned.

**Minimum Qualifications:**  
Bachelor’s degree in Business, Health Administration or a related discipline, and a minimum of three to five years’ relevant combination of education and experience; Experience working in a team oriented environment with ability to take initiative and work independently; Proven ability to meet deadlines and produce high quality products; Related experience in an academic research administration environment strongly preferred. Thorough knowledge of pre- and post-award grants administration; Understands federal, state and local policies governing sponsored research; Basic knowledge of accounting, budgeting and finance. Excellent verbal and written communication skills, ability to support and work with a diverse group of faculty and staff, and interpersonal and problem-solving skills required; Ability to implement, and interpret policies and procedures and communicate sensitive information verbally and in writing to a diverse population; Ability to assess situations and provide solutions to mitigate problems or issues during grants submission process; Demonstrated ability to work independently.   
  
**Preferred Qualifications:**  
Expertise in Microsoft Office software; strength in database applications   
  
**Working Conditions/Physical Demands:**  
Business Office Setting.