



Job Description

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Job Description for **Contract & Grant Officer.**

Job Description:

Job Essential Function 1

Percent of Time: 25%

PROPOSAL ADMINISTRATION

Provide advice and assistance to faculty and staff during the development of grant, cooperative agreement and contract and proposals to federal sponsors (e.g., interpreting applicable federal and state regulations and University policy, sponsors proposal instructions and policies).

Provide guidance to faculty and staff on the use of sponsor electronic research administration systems.

Conduct proposal reviews for grants, cooperative agreements and contracts to ensure compliance with applicable federal and state laws and regulations, UC policies and procedures, and sponsor policies. Identify areas of risk and/or concern and provide consultative services to faculty and staff on resolution of these areas prior to proposal endorsement.

On behalf of The Regents, exercise independent signature authority for submitting proposals for federal grants, cooperative agreements and contracts within delegated authority amounts. As necessary, note the University's objections to, or understanding of, specific sponsor terms or policies.

Identify and coordinate special campus/UC approvals where required.

Coordinate academic reviews or as appropriate conduct special administrative reviews.

Job Essential Function 2

Percent of Time: 25%

PRE-AWARD COORDINATION, AWARD NEGOTIATION & ACCEPTANCE

Analyze requests for approval to spend funds in advance of receiving an award and make recommendations for approval or disapproval to the Director of Sponsored Projects.

Participate as an institutional representative during sponsor site visits.

Review, analyze, and negotiate award terms and conditions.

Determine the necessity for, and coordinate, legal reviews of federal grants, cooperative agreements and contracts.

Secure the concurrence of the principal investigator and other University offices, as appropriate, prior to accepting awards with non-standard terms and conditions. Advise all concerned parties of their responsibilities in meeting special or unusual award requirements.

Analyze and confirm award activities have been reviewed and approved by any appropriate regulatory committees.

Ensure all required research administration compliance issues applicable to specific proposals or awards have been reviewed and approvals secured in accordance with established policies and procedures (e.g. Conflict of Interest, IRB, IACUC, IBC, HSCRO, Export Controls, etc).

On behalf of The Regents, accept/execute grants, cooperative agreements and contracts from federal sponsors within delegated authority amounts.

Coordinate campus award acceptance activities and disseminate award information to the campus.

Job Essential Function 3

Percent of Time: 45%

POST AWARD AND AGREEMENT ADMINISTRATION

Coordinate the timely submission of annual and interim reports to sponsors required under UCI's prime federal grants, cooperative agreements and contracts.

Analyze, coordinate and approve requests for prior approval of post award changes and actions.

Interpret sponsor approval requirements, policies, federal regulations, state statutes and University policy related to the management and administration of extramural awards.

Review, coordinate and negotiate award modifications.

Assist PI's, department staff and central administration staff in solving project administrative problems and issues.

Review and endorse correspondence to sponsors.

Coordinate the timely submission of final reports and other required deliverables.

Job Essential Function 4

Percent of Time: 5%

GENERAL SUPPORT AND SPECIAL PROJECTS

Meet and consult regularly with faculty and departmental staff to discuss research administration policies, procedures and issues.

Serve as a content expert for ORA campus-wide training projects in research administration. Serve as an instructor for courses related to grants, cooperative agreements, contracts and subcontracts.

Provide comments on University-wide and sponsor policies prior to implementation or promulgation.

Provide recommendations and suggestions for improving office procedures and customer service.

Assist with special projects as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

Required:

Demonstrated ability to conduct comprehensive, detailed analyses of complex policies, regulations, statutes and guidelines.

Demonstrated ability to explain and interpret complex policies, regulations, statutes and guidelines to others. Negotiation skills sufficient to negotiate the terms and conditions of grants, cooperative agreements and contracts.

Demonstrated ability to make sound decisions and employ effective problem-solving techniques.

Demonstrated ability to work cooperatively in the preparation and review of a large volume of paperwork and ability to rapidly and accurately process such work.

Demonstrated ability to maintain workflow with changing priorities and frequent interruptions and to organize and prioritize fluctuating workloads.

Working knowledge of computers and Windows operating systems. Experience with, and working knowledge of, Microsoft Office, web browsers, and electronic mail programs.

Ability to maintain confidentiality in office operational transactions.

Demonstrated ability to communicate in a helpful, effective and informative manner by telephone or in person on a one-to-one basis or within small groups.

Skill in using general office machines including, but not limited to: photocopiers, fax machines, and printers.
Skill in writing grammatically correct, concise business correspondence including, but not limited to, memos and letters and ability to proofread business correspondence with a high degree of accuracy.
Demonstrated ability to work independently and follow through on assignments with minimal direction.
Ability to input and manage data with a high degree of accuracy.
Demonstrated ability to work as a team member within established office substructures, and as a viable team member within the overall office organizational structure.

Desired:

Demonstrated experience in pre-award and post-award grant and cooperative agreement administration related to various extramural sponsors, including but not limited to federal agencies.
Working knowledge of the Code of Federal Regulations (CFR); Office of Management and Budget Circulars (A-21, A-110 and A-133); Federal Demonstration Partnership General and Agency Specific Terms and Conditions.
Working knowledge of University policies and procedures related to research administration (including but not limited to accounting, purchasing, personnel and regulatory compliance).
Working knowledge of federal agency policies including, but not limited to, Public Health Service, National Science Foundation, Department of Energy, Department of Defense, Department of Education and NASA.
Understanding of the basic concepts and practices employed in the training of large and small groups.
Experience in planning, developing, implementing and conducting training workshops, courses, seminars, programs, and conferences.

Below are general guidelines on the position's physical, mental, and environmental working conditions.
In accordance with applicable state and federal law, UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-5210.

Bend: Frequently
Squat: Occasionally
Crawl: Occasionally
Climb: Not Applicable
Kneel: Occasionally
Handle Objects: Frequently
Push/Pull: Occasionally
Reach Above Shoulder Level: Frequently
Sit: Constantly
Stand: Frequently
Walk: Frequently
Use Fine Finger Movements: Constantly
Carry/Lift Loads up to 25 Pounds: Occasionally
Carry/Lift loads between 25-50 lbs: Not Applicable
Carry/Lift Loads over 50 Pounds: Not Applicable
Read/Comprehend: Constantly
Write: Constantly
Perform Calculations: Frequently
Communicate Orally: Constantly
Reason and Analyze: Constantly
Chemical/Biological Agent: Not Applicable
Construction Activities: Not Applicable
Contact with Water/Liquids: Not Applicable
Drive Motorized Equipment: Not Applicable
Confined Spaces: Occasionally
Elevated Work Location: Not Applicable
Radioactive Materials: Not Applicable
Temperature Variations: Not Applicable
Gas System: Not Applicable

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The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

Clery Notice

The 2016 UCI and UC Irvine Health Medical Center Annual Security Report (ASR) and the 2016 UCI Annual Fire Safety Report (ASFR) are available at:

www.police.uci.edu/Jeanne_Clery_Act_Annual_Security_Report.pdf

www.ehs.uci.edu/programs/fire/UCI_HEOA_Report.pdf

The ASR includes information regarding campus security and personal safety and crime statistics for the three previous calendar years (2015, 2014, 2013). The AFSR includes information on fire safety policies and fire safety systems as well as fire statistics for the three previous calendar years (2015, 2014, 2013). Paper copies of these reports are available upon request by calling the UCI Police Department at (949) 824-1885 or by visiting the UCI Police Department located at 100 Public Services Building.