

JOB TITLE: Assistant Manager, Pre-Award Grants Administration Exempt Position

DEPARTMENT: Office of Research

REPORTS TO: Assistant Director, Pre-Award Administration

JOB OVERVIEW:

The Assistant Manager, Pre-Award Grants Administration provides sponsored project management and administration from the proposal stage through receipt of award notice. Work with the Pre-award leadership team on coverage of staff, internal and external training, and the subrecipient monitoring process.

Advises and assists faculty and departmental staff in assembling grant proposals, which includes budget preparation and submission of proposals. Negotiates contracts, cooperative agreements, subcontracts, consulting agreements and other purchased service agreements on behalf of the University.

QUALIFICATIONS:

Experience

Bachelor's degree required; degree in Business Administration, Finance, Accounting or related field preferred. Minimum 3-5 years relevant work experience required, including but not limited to contract negotiation and administration, budget development, proposal development and submission experience. Experience at a non-profit or academic research institution is highly desirable.

Skills/Abilities

Requires the ability to comprehend federal, state and local grant contract regulations and restrictions and sponsor guidelines; contract negotiation skills; knowledge of personal computer applications, including word processing, database and spreadsheet programs; demonstrated ability to work under pressure, meet deadlines, and process large amounts of information; ability to prioritize work; ability to communicate effectively and professionally with diverse clientele both verbally and in writing; ability to work as a member of a large, complex support team. Familiarity with generally accepted accounting principles preferred.

ESSENTIAL FUNCTIONS:

1. Performing sponsored project management duties and responsibilities, as described in this document, in support of Drexel University.
2. Assisting faculty with proposal preparation and submission and contract negotiation in order to obtain external funding for research and other sponsored projects.

3. Ensuring proposal for sponsored projects are in compliance with Uniform Guidance 2 CFR 200, various governmental agency and other sponsor regulations and institutional policies;
4. Providing audit agencies, public and private sponsors, principal investigators, project directors and staff, department administrators and other customers with accurate information and guidance in accordance with the above-mentioned compliance elements;
5. Providing information on sponsor restrictions, compliance and cost allowability, budgets, salaries, general expenditures, and related matters to audit agencies, sponsors, principal investigators, project directors and staff, department administrators and other customers;
6. Functioning as point-of-contact administrative liaison between sponsors, University Finance and other University administrative departments, and principal investors, project directors and staff to enable and facilitate all matters related to sponsored project proposal;

SPECIFIC RESPONSIBILITIES:

Assistant Manager

- Advise faculty and departmental staff in the preparation and processing of grant applications. Interpret sponsor and/or institutional guidelines and policies.
- Provide guidance regarding the preparation of detailed budgets for grant applications and renewals. Ensure that all project costs are accounted for in proposed budgets, including University cost sharing or other third party cost sharing.
- Review final grants application proposals for accuracy, completeness and adherence to sponsor guidelines; submit proposals to sponsors.
- Draft and assist in negotiating contracts, subcontracts, consulting agreements, purchased service agreements, confidentiality, material transfer and other agreements on behalf of the University, coordinating with General Counsel when appropriate. Prepare amendments to agreements.
- Review award documents to identify special conditions or restrictions, programmatic and other deliverables, cost sharing requirements, reporting requirements, and billing requirements to ensure it is in compliance with University policies and procedures.
- Set up awards in the Coeus award module.
- Serve as liaison between faculty, academic departments and research centers, campus administrative units, and a wide variety of federal, state, local and private funding sources.

- Coordinate with the Offices of General Counsel, Patents and Licensing, Insurance & Risk Management and other administrative units as needed, to obtain various required University approvals and signatures.
- Verify that the investigator obtains all required assurances prior to the start of the project.
- Prepare monthly FFATA reports based upon issued subcontracts as needed
- Monitor subrecipient risk assessment and entity specific documents to ensure information is input related to proposed new subcontractors to Drexel
- Be familiar with the responsibilities of all functional areas of the Office of Research and cross-train within the office in order to provide seamless support to customers and uninterrupted coverage when a team member is out of the office.
- Participate in the development and implementation of sponsored program policies and procedures.
- Maintain up-to-date knowledge and expertise in federal, state, local and other agency regulations and policies to assure compliance.
- Be familiar with and remain current on applicable laws and guidelines which affect sponsored program activities.
- Under the direction of the Assistant Director, coordinate and supervise the training of new pre-award Grants Administrators.
- Collaborate with the Assistant Director to create and present training materials for pre-award staff related to internal and external changes that impact pre-award staff functions.
- Serve as the POC of contact when the Assistant Director is out of the office. Assist the Assistant Director with the management of portfolio coverage during pre-award staff absences.
- Under the supervision of the Assistant Director, manage the subrecipient monitoring process to ensure all new proposed subcontracts are properly listed in the designated database.
- Under the direction of the Assistant Director collaborate with external and internal customers to design and implement training for new faculty and staff.
- Assist with special projects.
- Perform other responsibilities and duties as assigned

SUPPLEMENTAL POSTING INFORMATION:

Scope of Responsibility

Responsible for fiscal and programmatic compliance for externally and internally submitted proposals; provides support for project budgets, proposal submission, contract negotiations; ensures compliance with Uniform guidance 2 CFR 200, various governmental agency and other sponsor regulations and institutional policies; ensures contracts and award documents contain language that is in compliance with University policies and procedures and notifies all appropriate parties of any special restrictions or conditions.

Employee Interaction

Regularly interacts with faculty, department heads, directors and administrative and accounting staff, as well as various governmental agencies, public and private sponsors.

Policy and Procedure Interpretation

Operates within guidelines established by Drexel University, including departmental policies and procedures. Communicates governmental and sponsor regulations and restrictions to external constituents. Communicates the appropriate University and departmental policies and procedures to external constituents.

External Clients/Contacts

Responds to or directs inquiries and/or correspondence from various auditors, governmental agencies, public and private sponsors, faculty, project directors and other staff.

Physical Demands

Position requires use of personal computer, storage and retrieval of files and telephone usage. Occasional walks and/or shuttle transportation to attend meetings at other university campuses may be necessary.