



DHVI FINANCE GRANTS AND CONTRACTS ADMINISTRATOR

Responsibilities:

Manages, directs and oversees pre- and post-award financial and research administration activities for the DHVI, research and development (R&D) contracts, primarily funded the by the National Institutes of Health (NIH). May also be responsible for managing grant portfolios and other foundation awards, as assigned. Performs an important role in coordinating projects, contracts, and task orders within the DHVI and with other Duke Departments.

Works with a team to manage post-award research administration activities for the R&D contracts portfolio. Performs post-award activities and prepares all necessary documents, including but not limited to subcontract agreements, contract modifications, contract re-competitions, budgets, re-budgets, monthly invoices, contracting officer authority (COA), cost accounting standards (CAS), reporting and delivery requirements, etc., to ensure institutional and sponsor compliance and budgetary appropriateness. Manages all pre-award activities for the R&D contracts portfolio associated with indefinite quantity/indefinite delivery (IDIQ) task order contracts. This includes, but is not limited to preparation of budget workbooks, supporting documentation, business proposals, and all other documents required by the sponsor as well as internal requirements, such as the Sponsored Projects System (SPS), etc. Involved with pre-award activities and responsibilities for the contract portfolio.

Participates in internal or external audits by providing information and documentation as requested. Provides relevant information regarding background and/or processes that will be useful in the conduct of an audit.

Interfaces regularly with program managers, laboratory managers and other researchers as well as financial management staff. Maintain liaison with financial administrators and managers in Departments external to DHVI. Maintain liaison with Office of Research Contracts (ORC), Office of Sponsored Programs (OSP) and the National Institutes of Health (NIH) regarding budgets, re-budget requests and other post-award activities. Serve as primary point of contact with these offices on all post-award matters regarding sponsor and institutional policy interpretation. Maintains constant communication channels with constituents to report and address any grant or contract-related administrative or compliance issue in a timely manner.

Performs day-to-day grants management for assigned Principal Investigators including, but not limited to purchase approvals, reconciliation of charges, analyses of financial statements, monthly reporting and effort monitoring. Responsible for the preparation of any and all documents required for execution of actions.

As required, plans, coordinates and/or prepares financial analyses and reports for the Director/Assistant Director of the DHVI Finance Office. Provides input to the development, implementation, modification and management of Standard Operating Procedures (SOPs), as requested and/or appropriate.

Education/Training:

Work requires communications, analytical and organizational skills generally acquired through completion of a bachelor's degree program. Research or grants education and/or certification is preferred.

Successful completion of the Research Administration Academy (RAA) and Advanced Grants Management is expected. Employees hired into this classification without the expected credentials will work closely with their manager to schedule and successfully complete all training within a reasonable period of time (generally within 12 months). Successful completion of all expected training will be an annual performance goal until complete.

Upon completion of expected training, the employee must maintain Research Administration Academy (RAA) certification and Advanced Grants Management (AGM) certification by completing continuing education requirements.

Successful completion of Financial Services Introduction to R3, Introduction to Duke GL, Introduction to Accounting, Sponsored Research Reporting, Research Administration at Duke (on-line), Basic Compliance (on-line) within first six months of hire is required.

Certified Research Administrator preferred.

Experience:

Work generally requires three years of relevant grants and contracts experience

Skills:

Ability and desire to complete Advanced Grants Management training (in most circumstances an employee will be expected to hold a RAA certification before moving into this classification).

Demonstrated skills in analyzing data and formulating conclusions.

Ability to learn changing technologies related to grants and contracts management.

Full command of grants and contracts systems; requires solid working knowledge of MS Office Suite (Word, Access, Excel, Power Point).

Ability to communicate both verbally and in writing with all levels of the organization.

Ability to manage and prioritize multiple projects/tasks simultaneously.

Ability to create verbal and written reports.

Understand and apply knowledge of national compliance issues to circumstances at Duke University

Understanding of asset management for funded projects as applied to Duke University policies and practices. Able to direct others in asset management and to review, troubleshoot and approve asset management

Understand and apply basic concepts of Export controls as these relate to proposal submission and award management

Understand and be able to apply federal rules to contract negotiations and management

Understand and be able to apply budget management to contracts

Understand and be able to assist others in understanding contract terminology

Understand and be able to comply with Duke University requirements for managing Federal contracts

Understand and be able to assist others in understanding the basic Federal and Duke University rules, regulations and requirements of IRB, IACUC, COI, IBC and Misconduct Science.

Able to clearly communicate when interacting with faculty to inform of obligations in meeting these requirements and when faculty is not complying with policies.

Able to escalate issues to higher levels when unable to get cooperation from others

Able to establish and maintain systems to ensure timely compliance with RCR requirements

Understand and be able to operationalize the development and maintenance of internal controls within a Duke University unit.

Able to understand and apply basic internal control concepts to daily management of Federal awards.

Understand and be able to translate concepts to actual practice at Duke

University.

Understand and apply the basic concepts of clinical research in the Duke University compliance environment

Understand and be able to apply federal and university rules to management of effort allocation for individuals compensated whole or in part from federal awards.

Understand and be able to manage complex effort scenarios resulting from multiple appointment types (PDC, VA, University).

Understand the management requirements of broadly represented aspects of Federal financial research compliance and to develop strategies for meeting compliance expectations within a dedicated unit and/or assigned portfolio.