Posting Number: 169215

University of Michigan

Organizational Group: School for Environment and Sustainability  
Market Title: Research Process Coordinator  
FLSA: Exempt   
Hours: 40 per week   
Salary Range: $70,000 – 74,500

How to Apply:

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.

School for Environment and Sustainability Mission

The School for Environment and Sustainability’s overarching objective is to contribute to the protection of the Earth’s resources and the achievement of a sustainable society. Through research, teaching and outreach, faculty, staff and students are devoted to generating knowledge and developing policies, techniques and skills to help practitioners manage and conserve natural and environmental resources to meet the full range of human needs on a sustainable basis.

Description:

The School for Environment and Sustainability is seeking a Research Process Coordinator to provide expertise in pre- and post-award administrative support. The SEAS Research Office supports faculty, staff, and students’ research including federal and non-federal sponsored projects, unfunded agreements, internally funded research projects, and management of discretionary funds. This team member will support a diverse portfolio of sponsored projects, research group discretionary and research incentive funds, expendable restricted funds and designated activity as assigned.

This role requires excellent interpersonal skills to partner with colleagues at all levels.

Pre-Award (35%)

* Support the timely submission of proposals to various sponsors including NSF, NOAA, DOE, DOD, USFA, foundations, and industry. Coordinate submission of complex multi-PI submissions with other UM departments and external partners.
* Meet with the PI to advise and assist in the development of the budget, budget justification, facilities, C&P, and other non-technical forms as needed.
* Support the submission of internally funded projects such as M-Cubed, Graham Catalyst, MIDAS, Biosciences Initiative, and UMOR awards.
* Provide guidance on University, school and sponsor guidelines, facilitate indirect cost waiver and cost-sharing requests; review UM and sponsor proposal forms for compliance with sponsor guidelines prior to submission.
* Respond to sponsor requests for just-in-time documents or other sponsor requested information.

Post-Award (50%)

* Work with appropriate University offices to resolve issues regarding the notice of grant award and establishment of the project accounting structure, project budget and appropriate indirect cost rate.
* Review terms and conditions of sponsored projects. Meet with PI to review budget, terms and conditions, and develop a spending plan. Process any changes as needed.
* Prepare sub-project grant and subcontract requests as needed.
* Monitor personnel assignments on each project. Regularly review and correct personnel effort allocation to avoid retroactive changes.
* Ensure project expenditures comply with Uniform Guidance (UG), all applicable funding agency guidelines, and accounting regulations and standards. Initiate corrective action as required, including processing journal entries.
* Provide updates on financial status of projects to project directors and research process manager quarterly, at a minimum.
* Analyze need for and implement budget revision requests or request time extensions on grant funds if necessary.
* Prepare annual renewals for funded research projects as required.
* Ensure non-sponsored project encumbrances are tracked and updated regularly through SEAS’ forecasting system.
* In coordination with the principal investigator, review and address UG reports; finalize Financial Status Reports.
* Maintain central file for all assigned grant activity, and retain files in accordance with University grant and contract records management guidelines.

Other Duties (15%)

* Provide cross coverage and back-up to other research team members as needed.
* Review and approve budget approval requests from HR and Finance
* Review and approve Concur reports
* Participate in SEAS staff development and research group meetings.
* Represent research office on institutional task forces related to research administration. Serve on ad hoc working groups and committees to improve process
* Other duties as assigned.

Requirements:

* Bachelor’s degree in accounting, finance or related field; or equivalent combination of education and experience.
* Minimum of three years’ experience working with contracts, grants and subcontracts from a variety of government and non-government institutions.
* Extensive knowledge of federal funding guidelines (UG) and academic policies and procedures related to sponsored research.
* Experience in developing project budgets and completing variance analysis.
* Excellent verbal and written communication skills to communicate effectively with faculty and staff.
* Ability to work one-on-one with faculty and staff in coordinating research proposals and the financial administration of awarded projects.
* Requires strong attention to detail, organizational and time management skills as well as the ability to prioritize tasks in order to meet deadlines.
* Ability to work independently and in a team setting effectively.
* Proficiency with Microsoft Office is necessary.

Highly Desired:

* Five to seven years of progressive grant management experience.
* Certified Research Administrator (CRA)
* Knowledge of NOAA and Federally sponsored programs.
* Previous experience with eResearch Proposal Management, MPathways, Business Objects, M-Reports, Marketsite and Concur.

General Information:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.