



Pre Award Coordinator I - 518054

Florida International University is classified by Carnegie as a R1: Doctoral Universities - Highest Research Activity and recognized as a Carnegie engaged university. It is a public research university with [colleges and schools](#) that offers 196 [bachelor's, master's and doctoral](#) programs in fields such as engineering, computer science, international relations, architecture, law and medicine. As one of South Florida's anchor institutions, FIU contributes almost \$9 billion each year to the local economy. FIU is Worlds Ahead in finding solutions to the most challenging problems of our time. FIU emphasizes research as a major component of its mission. FIU has awarded more than 220,000 degrees and enrolls more than 54,000 students in two campuses and three centers including FIU Downtown on Brickell, FIU@I-75, and the Miami Beach Urban Studios. [FIU's Medina Aquarius Program](#) houses the Aquarius Reef Base, a unique underwater research facility in the Florida Keys. FIU also supports artistic and cultural engagement through its three museums: [Patricia & Phillip Frost Art Museum](#), the [Wolfsonian-FIU](#), and the [Jewish Museum of Florida-FIU](#). FIU is a member of [Conference USA](#) and more than 400 student-athletes participating in 18 sports. For more information about FIU, visit <http://www.fiu.edu/>.

Assists faculty with grant proposal submission including the collection and compilation of data for proposal/budget development and submission. Drafts subcontracts, consulting agreements and agreements, and assists with the preparation of Non-disclosure Agreements, Confidentiality Agreements, Teaming Agreements as needed. Oversees verification of budgets for subcontracts and consulting agreements as well as verifying proposal and award information.

- Drafts subcontracts, consulting agreements and agreements.
- Follows up with administrators and investigators regarding contract revision and signage.
- Maintains communication between the Office of Research and Economic Development and outside parties.
- Verifies budgets for subcontracts and consulting agreements using Panthersoft.
- Processes background checks on consultants and subcontractors.
- Submits FFATA reports monthly.
- Submits proposals to agencies electronically as necessary. Maintains communications with granting agencies for appropriate processing of proposals.
- Works with departments, College Administrators and Principal Investigators in proposal and budget construction preparation and final submission to the agencies making sure that proposal has strict adherence to agency's guidelines.
- Prepares Non Disclosure Agreements, Confidentiality Agreements, Teaming Agreements and other agreements as needed.
- Serves as intermediary between sponsor, faculty, legal liaison, IP Office and other units for contract/agreements negotiations.

- Processes and coordinates award actions such as :awards, continuations, no cost extensions, budget revisions, Just-In-Time reports
- Communicate with sponsors for extensions and additional funding.
- Reviews and submits prior approval requests (change of PI) to ensure compliance with sponsor requirements and institutional requirements.
- Performs other related duties as assigned or as directed.The omission of specific duties do not preclude the supervisor from assigning duties that are logically related to the position.
- Collaborates with the Office of Research and Economic Development personnel to ensure that proposal submissions are consistent with established University policies and procedures while conforming to sponsored guidelines.
- Reviews and processes sponsored awards in coordination with other University Units.

Minimum Qualification:

- Bachelor's degree or an equivalent combination of relevant education and/or experience.

Department Requirements:

- Experience working in higher education.
- Experience working in a research administration environment.

Desired Qualifications:

- Familiarity with PeopleSoft Financials, ImageNow, Sharepoint and Visual Compliance software. Ability to work with diverse populations while being diplomatic, tactful, professional, and using sound independent judgement in decision-making, setting priorities, handling sensitive/confidential conversations and materials/ correspondence with discretion.
- Can handle non-routine and complete situations with compassion and sensitivity utilizing personal judgement; must work effectively independently and with other team members.

Advertised Salary:

- \$40,000 - \$45,000

Pre-employment:

- Criminal Background Check

For further information or to apply online visit our website at careers.fiu.edu and reference job opening ID # **518054**

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