**POSITION NUMBER: 00007417**

**UF CLASSIFICATION: Research Administrator II**

**WORKING TITLE: Research Administrator II**

**DEPARTMENT: 16360100 (Physics)**

**SUMMARY OF POSITION ROLE/RESPONSIBILITIES:**

The Research Administrator II provides professional oversight, guidance, and coordination to sponsored program administrative and fiscal operations in the Department of Physics within the Institute of High Energy Physics and Astrophysics (IHEPA) and High Energy Theory groups (approximately 15 faculty). This position generally works independently, seeking guidance from the Research Administration (RA) Manager, faculty and Department Chair, as needed. This highly responsible position interprets policy and procedure, oversees sponsored programs’ spending, and manages all pre- and post-award functions. This position also functions as part of a larger team and directly contributes to a culture of transparency, continuous improvement, and teamwork.

**ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**

List each essential function and assign a percentage based on the amount of time spent on that function.

Percentages should not exceed 50%.

[Note: in compliance with the Americans With Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.]

20% Pre-Award Responsibilities:

Read and interpret proposal guidelines/solicitation for federal, state, and private funding agencies. Review all components of proposal submission, with particular focus on the budget and budget narrative. Inspect the proposal guidelines for indirect cost (IDC) limitations and cost share requirements. Confirm the appropriate project type and apply corresponding IDC rate. Ensure that no unnecessary commitment of University resources is included in the budget or budget justification areas of the proposal.

Recommend revisions to proposal components in accordance with sponsor, institutional, state, and federal guidelines.

Create proposal record within the University of Florida Integrated Research Support Tool (UFIRST) proposal module and route in accordance with institutional policy. Ensure all internal deadlines are met throughout the proposal review and approval process, as well as timely submission to the sponsor.

Coordinate submissions with relevant internal and external stakeholders including: principal investigators (PIs) and other key personnel, other research administrators, department chairs/directors, sponsored research offices, and/or program managers.

Advise PIs on correct formatting of proposal documents such as the scope of work, budget justification, biographical sketches, current & pending, etc., in accordance with proposal guidelines.

25% Post-Award Transactions:

Monitor and manage all award actions throughout the award cycle. Ensure proper documentation and routing via appropriate UFIRST module(s), as per institutional policy. Collaborate with various offices to ensure timely completion of steps. This may include DSP, Division of Research Compliance & Global Support (DRC), Contracts & Grants (C&G), and Cost Analysis.

Examine new/modification award documents for changes from proposed funding levels. Collaborate with PI to adjust budget according to awarded levels and obtain relevant approvals, as per departmental and college procedures.

Determine the need for advance/temporary release of funds when official actions are delayed. Anticipate and confirm the need for no-cost extensions and advise the PI of the process.

40% Post-Award Management:

Prepare and maintain reconciliations for all active sponsored programs and cash-based projects in portfolio (approximately 22 and 17, respectively). Review expenditures for appropriateness according to state, federal, sponsor, and institutional guidelines.

Review budgeted personnel on sponsored programs to ensure that funds are available and spent appropriately via PeopleSoft commitment accounting. Serve as effort coordinator for all faculty and research-funded employees in assigned research area (approximately 50 employees).

Determine budgeted items which violate cost accounting standards (CAS) and guide the PI through the exemption request process via UFIRST.

Review proposal and award for institutional commitments; track and compile appropriate documentation for these commitments.

Monitor the rate of expenditures to ensure that active grants are efficiently spent over each budget period, alerting the PI to high or low burn rates. Regularly communicate with PIs to review and approve reconciliation reports and discuss discrepancies. Prepare projections and other financial reports at the request of the PI, RA manager, or department chair.

Coordinate with PI and C&G to ensure timely submission of invoices, financial reports, progress reports, and final reports to sponsors.

8% Training and Development:

Attend/participate in relevant training and networking events as it relates to fiscal responsibility and research administration. Research policy guidelines from various institutions, agencies, and uniform guidance and apply findings to the management of sponsored programs. Communicate newly discovered information with peers and RA manager.

Continually assess departmental processes, communicate inefficiencies, and recommend solutions to identified problems.

**MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**

List each marginal function and assign a percentage based on the amount of time spent on that function.

Marginal Functions should not exceed 10% total.

[Note: for purposes of ADA, these functions are marginal only to individuals covered under the ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.]

2% Process correcting PeopleSoft entries for errors discovered during the reconciliation process. Provide occasional fiscal transaction backup to Sr. Fiscal Assistant.

2% Determine assignments and funding sources for graduate students each semester, in collaboration with PI and students.

1% Coordinate room assignments with building manager for graduate students and visiting scholars. Provide information to building manager regarding equipment on sponsored programs, tracked via Asset Management.

1% Act as the administrative contact for the activities of IHEPA.

1% Other duties as assigned.

**SUPERVISION**

Explain the type and extent of instructions or directions normally given to this position by the immediate supervisor AND list the class titles and position numbers of positions under the direct supervision of this position.

This position reports directly to the research administration manager, though much of the day to day operations are executed independently. The RA manager provides general oversight of the departmental research portfolio, training and guidance on specific functions of the position, and assists with workload spikes.

**NORMAL WORK SCHEDULE**

Specify days and hours this position is required to work as well as any variations from this schedule (ex: on call, shift rotations, seasonal extended hours, travel, etc.)

Monday through Friday. Any 8 hour shift with a half or full hour lunch between the hours of 7:30am and 5pm.

**EDUCATION, TRAINING, AND EXPERIENCE**

**Minimum Qualifications:**

Bachelor’s degree and two years of experience in grant and contract administration; or an equivalent combination of education and experience.

**Preferred Qualifications:**

* Experience with myUFL, myinvestiGator, Microsoft Office programs (particularly Excel), and UFIRST
* Experience with federal sponsors and their systems, specifically Department of Energy (DOE-PAMS) and National Science Foundation (NSF-Fastlane)
* Strong familiarity with University of Florida fiscal requirements
* General curiosity and willingness to question
* Strong customer service skills, especially when faced with an unfamiliar question or problem
* Excellent reading comprehension and written communication skills
* Ability to find the root cause of a problem and willingness to offer solutions
* Interest in research administration as a long-term career path

Demonstrated commitment to:

* Transparency through open and honest communication
* Continuous improvement by communicating struggles and streamlining processes
* Teamwork by supporting the knowledge and ideas of others

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.**

 THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS’ INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

 THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

N/A

◇ THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

**OTHER CHARACTERISTICS OF THE POSITION**

Describe other characteristics of the position such as physical, mental, and environmental factors essential to the satisfactory performance of the functions of the position, machines and equipment used regularly by the position, or other characteristics, which have not otherwise been described in the position description.

93% Computer

5% Telephone

1% Scanner

1% Copier

**POLICY MAKING AND/OR INTERPRETATION.**

Recommends alterations and improvements to departmental policy and procedure as part of a commitment to continuous improvement. Read and interpret policies and procedures at the department, college, institutional, sponsor, state, and federal level as it pertains to finance and research administration.

**PROGRAM DIRECTION AND DEVELOPMENT.**

Contributes to the overall conversation of fiscal and research administration activities within the Department of Physics.

**COMMUNICATION**

Statement of internal and external business contact, including frequency and scope.

Almost daily contact with assigned faculty. Frequent contact with RA manager and occasional contact with department chair, fiscal staff, other departmental administrators, and students. Frequent contact with other UF departments and core offices, particularly with DSP and C&G. Liaison and advisor for assigned faculty and those offices. Regular contact with departmental administrators and research administration peers. Occasional contact with external funding agencies.

**MONETARY RESPONSIBILITY.**

Amount and consequence of error.

Assembles proposal package materials, the accuracy of which is critical to future research funding for the department/institution. Manages sponsored programs portfolio currently totaling >$11 million, in collaboration with PIs and RA manager. Non-compliance with program guidelines could potentially lead to a loss of current funding and/or future funding.

**STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA.**

The disclosure of which would be prejudicial to the successful operation of the University of Florida.

Exercises appropriate care to maintain the integrity of proprietary data, including research data, human resource information, and some student record information.

**CREATIVITY, STRATEGY AND LEADERSHIP.**

Utilizes creativity to effectively problem solve within the boundaries of departmental, college, institutional, sponsor, state, and federal regulations. Contributes to the overall strategic direction of research administration within the department. Serves as a fiscally responsible leader, setting an example of impeccable integrity in all areas of professional behavior.

**EMPLOYEE AND SUPERVISOR INFORMATION:**

**EMPLOYEE NAME:**

 TBD

**IMMEDIATE SUPERVISOR:**

Lacey Rhea 18831861

**REVIEWING AUTHORITY NAME AND TITLE:**

Carolyn Lebron 13187984

**POSITION CHANGE ACTION**

Indicate specifically how this position has changed since it was last updated.

If requesting a reclassification, include a full justification for the requested title.