

Sponsored Program Administrator

Position Details

Position Title	Sponsored Program Administrator
Location	Moscow
Division/College	University Research (Div)
Department	University Research
FLSA Status	Overtime Exempt
Employee Category	Exempt
Pay Range	\$53,616 or higher on depending on experience and education.
Type of Appointment	Fiscal Year

FTE

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Full Time/Part Time

Full Time

Funding

A visa sponsorship is available for the position listed in this vacancy.

Uncertain

Internal Posting?

Position Summary

This position facilitates the submission of proposals for external funding by the University of Idaho. University faculty and staff create proposals to outside agencies to fund research, instruction and public service projects through the University. The Sponsored Programs Administrator position is responsible for providing leadership for research administration, supporting the research endeavors of the University faculty, ensuring the responsible stewardship of research funding, and overseeing the submission of

proposals by reviewing those proposals to ensure compliance with federal, state, university and sponsor regulations and guidelines.

Responsibilities

Job Duty Function

Assist with submitting high quality proposals on behalf of the University by:

Job Duties/Responsibilities

- Assisting faculty with the completion of proposal materials through the University's internal proposal routing system.
- Reviewing sponsored program application materials and coordinating proposal submissions according to sponsor guidelines and in compliance with University requirements.
- Assisting in the review and development of proposal budgets (including cost share and program income if appropriate) by advising proposal preparers on items such as personnel costs, facilities and administrative costs and subcontracts.
- Performing an independent review of proposal components for compliance with

items such as export regulations, conflict of interest, regulatory compliance, agency guidelines, University policies and procedures and institutional authorizations to ensure the University can comply with the proposed work.

- Coordinating with the Contract Review Officer, Associate Director of OSP, Office of Research Assurances, University Office of Technology Transfer, and other offices as necessary during proposal review, for assistance with review and negotiation of terms and conditions that may be potentially problematic for the University due to current laws, policies or procedures.

- Coordinating with collaborating institutions to ensure the University's protection and to secure required documentation for participation as a subrecipient.

- Communicating regularly with faculty, departments, colleges and units with regards to the proposal's status.

- Identifying and notifying investigators and administrators of required changes and/or corrections to proposal documents.

- Ensuring such changes/corrections are completed prior to sending the proposal to the

Authorized Organizational Representative for final approval.

- Instructing faculty/staff in the utilization of internal and external (sponsor) electronic submission and compliance systems.
- Ensuring all approvals, signatures and documentation are in place prior to electronic submissions.
- Assisting in the review, entry and integrity of data entry.

Job Duty Function

Ensure compliance with sponsor regulations and university policies by:

Job Duties/Responsibilities

- Interpreting Sponsor guidelines, Federal and State regulations and UI Policy as they apply to proposals and awards and explaining the application of such policies to the UI research community.
- Remaining up-to-date with changing state, university and federal policies pertaining to sponsored projects.
- Serving as a liaison with sponsor staff on proposal-related administrative issues.
- Providing assistance, interpretation and

guidance to principal investigators (PIs) and other University employees on the applicable laws and regulations surrounding sponsored projects.

- Developing, delivering and participating in workshops and seminars to obtain training and train others in research administration.

- Instructing faculty/staff in utilization of internal and external (sponsor) electronic submission and compliance systems.

- Representing OSP at meetings or on committees within the University and at professional meetings

Job Duty Function

Facilitate continuous improvement in the unit by:

Job Duties/Responsibilities

- Periodically reviewing policies and procedures and suggesting improvements or corrections.

- Updating and assisting in implementation of any changes.

- Updating and maintaining training and procedural manuals for the pre-award unit.

- Performing special projects as assigned.

Job Duty Function

Contribute to team effort by:

Job Duties/Responsibilities

- Establishing and maintaining respectful, cooperative and productive work relationships with co-workers, team members, supervisors, and other members of the University community.
- Striving to efficiently, timely, and consistently meet the workplace objectives in support of the University's research mission by demonstrating accuracy and thoroughness, self-monitoring, and implementation of constructive criticism.
- Organizing, prioritizing, and planning own work activities according to established timelines and schedules. Anticipating issues in accomplishing work and communicating in advance to affected parties. Managing multiple tasks effectively. Communicating in both verbal and written forms in a professional manner.

Required Qualifications

- Bachelor's degree in business, communications, or a relevant field; or an equivalent combination of education and

related experience in research administration or grant writing totaling four years.

- Experience serving as a liaison between internal and external entities and individuals in the coordination of activities and resolution of issues.

- Experience using standard word processing, spreadsheet and email software.

- Experience with analyzing information from a variety of sources, identifying problems, defining alternatives and developing recommendations.

Preferred Qualifications

- Master's degree or equivalent experience in a related field or research administration position.

- Knowledge of ethics and confidentiality principles and practices.

- Knowledge of the University of Idaho policies, regulations and administrative practices.

- Experience working independently and with limited supervision.

- Knowledge of University budgeting guidelines and procedures.

- Demonstrated experience with interpreting, explaining and applying laws, regulations, and

- policies, of both sponsor and University.
- Knowledge of Federal regulations governing cost principals and research compliance for educational institutions.
 - Knowledge of grant and contract administration processes and procedures, including those at the University of Idaho.
 - Experience with electronic proposal submission systems (NSF, Grants.gov, NSPIRES, NOAA Grants Online, DOE IIPS, etc).
 - Experience using the Banner database system, specifically the finance and human resource modules.
 - Experience assisting internal customers with the translation of complicated policies, procedures, regulations and/or terms and conditions.
 - Demonstrated experience with extrapolation in the use of a previous related solution, to resolve a separate unique problem.
 - Demonstrated experience with managing multiple projects under tight deadlines and completing tasks with multiple interruptions and distractions.
 - Demonstrated experience in communicating

effectively both orally and in writing with a variety of constituents.

- Demonstrated experience in making sound decisions by applying policies and procedures and using available resources.

- Demonstrated experience in establishing and maintaining effective working relationships with supervisors, co-workers and the public.

Physical Requirements & Working Conditions

Degree Requirement Listed degree qualification is required at time of application.

Posting Number SP002520P

Posting Date 07/07/2020

Closing Date

Open Until Filled Yes

Special Instructions to Applicants

First consideration of applicants will be reviewed August 4, 2020.

Background Check Statement

Applicants who are selected as final possible candidates must be able to pass a criminal background check.

EEO Statement

The University of Idaho (U of I) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, U of I does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity/expression, disability, genetic information or status as any protected veteran or military status in its programs or activities, including employment, admissions and educational programs.

Applicant Documents

Required Documents

1. Resume/CV
2. Letter of Qualification

Optional Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - Academic Keys
 - Association of Public and Land Grant Universities (APLU)
 - Chronicle of Higher Education
 - Craig's List
 - Department of Labor/Job Service including Job Central or Idaho Works
 - Facebook
 - Highereducationjobs.com
 - Higher Education Recruitment Consortium (HERC)
 - Indeed.com

- LinkedIn
- National Association of State Universities and Land-Grant Colleges (website)
- Newspaper
- Professional Listservs (Ex: NACUBO, AAAE, ISMC, ect.)
- UI Employee
- UI Register
- University of Idaho Website
- Veterans in Higher Ed
- Word of Mouth
- Other Advertising Venue