

## CONTRACTS AND GRANTS ADMINISTRATOR

Office of Contracts and Grants  
University of San Francisco

### Job Description

Reporting directly to the Director of the Office of Contracts and Grants (OCG), the Contracts and Grants Administrator is part of a team charged with building collaborative working relationships with USF faculty and providing faculty support in pre- and post-award administration. Pre-award duties include: supporting faculty through proposal and budget development, circulating proposals for internal review, and communicating effectively with collaborators and sponsors. The Contracts and Grants Administrator will manage a portfolio of awards. Post-award duties include approving grant expenses, budget monitoring, and financial/compliance reporting as required by the sponsor. Sponsors can be federal, state, local agencies, and private foundations. **He/she will administer policies and procedures, with a strong focus on compliance with the funding agency and the University's accounting standards.** The person will work collaboratively with the OCG team, faculty, and various USF departments.

### Job Responsibilities

- Stay current on federal government policy changes that affect sponsored projects administration.
- Build and develop strong interrelationships with sponsors and other collaborating institutions.
- Work collaboratively to resolve issues with the PI to satisfy the requirements of the funding agency and the University.
- Act as primary liaison for the University in matters pertaining to pre- and post-award management of grants. Educate the community on pertinent regulations and requirements for such activities.
- Other activities as assigned.

### Pre-award

- Assist faculty in all aspects of proposal development: interpret proposal guidelines, prepare budgets and check justifications, complete standard forms and certifications, review proposals for compliance.
- Serve as the liaison with faculty, staff, and other university offices to obtain necessary internal approval before proposals are submitted.
- Register and help train faculty to use InfoEd to identify and receive grant opportunities.

- Keep all proposal files, database and compliance records current.

### **Post-award**

- Prepare new grants for creation of general ledger accounts and set up in Banner system.
- Prepare monthly reports for PIs.
- Coordinate with PIs for timely submission of progress and financial reports.
- Prepare invoices, federal draws, financial reports and compliance reports as may be required.
- Address post-award issues, including requests to re-budget or obtain no-cost extensions.
- Monitor adherence to conflict of interest, responsible conduct in research and IRB policies.
- Reconcile and review expenditures, including but not limited to, payroll, student financial aid, purchasing card, accounts payable, and purchasing.

### **Qualifications**

- Bachelor's degree is preferred.
- 2+ years of relevant experience in research administration.
- Excellent customer service and the ability to communicate effectively with faculty and staff at all levels of the university.
- Strong computer skills including proficiency with Microsoft Excel and Word.
- Self-motivated and able to work both independently and as a team member.
- Strong analytical and problem-solving skills.
- Ability to read, interpret and analyze proposal guidelines and effectively explain them to faculty, noting impacts and potential issues.
- Excellent time management and organizational skills; detail-oriented; and ability to manage multiple, shifting priorities and prioritize in a deadline-driven environment.
- Knowledge of 2 CFR 200 and their application to federal grants preferred.
- Experience in planning and presenting workshops desirable.