

MASSACHUSETTS GENERAL HOSPITAL

Job Title: Sr. Grant Administrator Job 3141612
Job Code: 001607 Grade: 132 FLSA Status: Exempt
Department: Neurology Reviewed By: Gala Laffey and HR

Position Reports To: Sr. Administrative Manager Hannah Li

Date Description last revised: 12/11/2020

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

Receiving general direction from the Sr. Admin. Manager, the Sr. Grant Administrator is responsible for the pre and post award management of research activities in a fast paced, complex, compliance driven atmosphere. Drawing on a broad understanding of Hospital, department and research management policies and procedures, and displaying a high degree of initiative and independent judgment, the incumbent will collaborate closely with faculty on a wide range of activities, including developing grant submissions, budget forecasting, fiscal and human resource management, and research management. Complex project management may include program projects, MGH Cores, grantor funding for pilot projects, budgeting and contracting and other aspects of financial management as requested. The Sr. Grant Administrator will serve as the primary resource for a group of Neurodegeneration Faculty with respect to the implementation of policies and procedures related to Research Management and Research Finance as well as updates/changes in grantor agencies regulations and policies. This position requires discretion and judgment to organize priorities, complete tasks and handle confidential information.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

Research Administration

- Manages all phases of research grant and contract administration (for NIH, industrial, foundation grants, sundry funds, clinical trials, etc.). Responsible for the timely closeout of all expired projects in conjunction with Research Finance.
- Proactively interprets and articulates institutional and sponsor research regulations including numerous, detailed Federal regulations to ensure compliance.
- Manage all financial and administrative aspects of a \$7-10M research portfolio. Including management of a Program Project and other complex grant mechanisms.
- Will advise on cost allowability charging to funds. Review appropriateness of transactions and budget reallocations against funding source guidelines. Work with Research Finance to resolve complex accounting issues.
- Function as resource person in clarification of policies; and work with Principal Investigators to achieve compliance.

- Maintain ongoing forecast of funds available throughout grant period; optimize budgeting for Principal Investigators' laboratories by coordinating funding available from all grant sources.
- Coordinates and manages grant submissions and approvals. Prepares grant budgets; reconciles monthly fund statements; coordinates with Research Finance, Payroll, and other departments as needed for resolution of errors or identification of charges; provides Principal Investigators with monthly status reports of research funds; approves all PI reimbursements to research funds; ensures appropriate reporting to funding agencies, organizations, donors, etc.
- Functions at a high level with minimal supervision
- Reviews grants and funds monthly; resolve accounting and reporting issues as necessary; prepare budget-versus-actual status reports for use by Principal Investigators, and facilitates implementation of grant awards by obtaining fund numbers, activating salary assignments to grants, and other associated tasks.
- Prepares 'Time and Effort' reports for Faculty on sponsored activities to ensure accuracy and consistency in order to comply with governmental and sponsor guidelines.
- Maintains current working knowledge of federal and private sponsor regulations as well as Institutional guidelines pertaining to research management.
- Coordinates subcontracts and assists with industry-contract negotiations.
- Assists Investigators in identifying funding sources and opportunities.
- Apprises Investigators regarding submission dates and changes in the application, submission, and funding guidelines of the institution and of various funding agencies.
- Attends hospital committee meetings including monthly Research Administrators Discussion Group (RADG)
- Develop collaborative working relationships with ancillary services such as, Research Management/Finance, Corporate Sponsored Research and Licensing, Accounts Payable, Purchasing, Human Resources, Partners International Office, etc.

Human Resource Management

- Coordinates with Human Resources and senior Principal Investigators to assist in the recruitment, interviewing, hiring, training and corrective action of lab and grant personnel as required.
- Reviews salary and wage issues. Ensures that performance evaluations are performed in a timely manner and in compliance with Hospital and Departmental policy.

Other Responsibilities

- Performs/coordinates special projects for Principal Investigators as may arise from time-to-time.

SKILLS/ABILITIES/COMPETENCIES REQUIRED: Must be realistic, objective, measurable and related to essential functions of this job.

Ability to independently research and interpret complex federal, private and industrial sponsor regulations.

- Ability to work well under the pressure of deadlines.
- Strong computer skills in MS Office Word and Excel, with a high degree of computer literacy
- Ability to handle confidential and sensitive information.
- Proficiency in financial analysis and keen attention to detail.

- Skilled in negotiation and diplomacy with diverse stakeholders within the organization.
- Strong verbal and written communication skills.
- Ability to identify problems and develop solutions
- Ability to work independently as collaboratively as a member of a team
- Ability to manage high volume and complex transactions
- Possess excellent analytical skills.

LICENSES, CERTIFICATIONS, and/or REGISTRATIONS (if applicable): Specify minimum credentials and clearly indicate if preferred or required

N/A

EDUCATION: Specify minimum education and clearly indicate if preferred or required

Bachelor’s degree

EXPERIENCE: Specify minimum creditable years of experience and clearly indicate if preferred or required

Three to five years grants management experience.

SUPERVISORY RESPONSIBILITY (if applicable): List the number of FTEs supervised.

None

FISCAL RESPONSIBILITY (if applicable): Indicate financial “scope” information, i.e.: size of budget, volume, revenue, etc.; Indicate total physician/non-physician FTE scope

Manage financial and administrative aspects of \$7-10M research portfolio.

WORKING CONDITIONS: Describe the conditions in which the work is performed.

Normal working conditions.

APPROVAL:

(NAME)
 Department Mgr. _____ Title: _____ Date: _____

(NAME)
 Other, As Appropriate _____ Title: _____ Date: _____

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.