This Position manages all areas of OSPA’s Pre-Award Services and Portfolio Analysis and acts as a liaison between OSPA and stakeholders including SIUC faculty, departmental research administrators, and external stakeholders. The Manager performs essential duties but not limited to the functions listed below:

* 1. Lead and manage a group of research administration professionals to facilitate and enhance the administration of sponsored programs across SIUC by providing guidance and supervision of all proposal submissions and award acceptance for extramural support in accordance with sponsor, federal, and state regulations, University and departmental policies and procedures. The Manager will provide expert advice and assistance to faculty and staff related to the development, preparation, and submission of proposals to external funding agencies timely.
  2. Manage, assign and direct the activities of OSPA’s Pre-Award Services and Portfolio Analysis staff and the proposal submission process for the university, including proposal development and review, proposal tracking, review of budgets and corresponding budget forms, ensuring consistency with F&A rates, compliance with application/sponsor guidelines and internal university policies and procedures.
  3. Develop, review, and update relevant policies, guidelines, and procedures related to all Pre-Award Services and Portfolio Analysis functions to facilitate SIUC Research. And appropriately assure institutional compliance with federal, state and university policies and regulations.
  4. Negotiate business matters related to externally funded sponsored projects. And facilitate the review of terms and conditions such as legal terms for non-business matters, including provision of guidance as needed during the submission process to staff, departmental administrators and principal investigators.
  5. Review and negotiate as needed all incoming Awards terms and conditions details on behalf of the university. Including the management of cost and pricing phase for final awards to ensure all activities between the university and the government appropriately adhere to applicable guidelines.
  6. Demonstrate knowledge of principles, practices and procedures as they relate to sponsored programs, including federal, state and local regulations, Uniform Guidance etc.
  7. Knowledge of standard terms and conditions as they apply to university funding related to compliance issues regarding humans, animals, conflict of interest, export control, technology transfer, and others.
  8. Clarify terms and conditions with sponsors to ensure consistency with University policies, as well as local, state, and federal laws such as related to HIPPA, FERPA, COI, Debarment etc.
  9. Identify discrepancies and notify the appropriate parties of necessary changes, additions or deletions regarding compliance and regulatory issues. Which includes but not limited to addressing administrative and contractual issues between all stakeholders.
  10. Manage Pre-Award’s team processing of all modifications, supplements, no-cost extensions and any other changes to existing grants and contracts as needed for Post-Award handover.
  11. Advise/train University research administrators and faculty on research administration process including external agency guidelines and the administrative process regarding sponsored research.
  12. Expert knowledge of uniform guidance and regulations relevant to sponsored research administration. In addition to knowledge and competency in electronic research administration, including electronic systems currently in use by federal and private agencies and the ability to use and train others in these systems.
  13. Ability to effectively interpret, communicate, and apply laws, regulations and policies affecting sponsored research projects with sponsors and employees; coordinate multiple projects simultaneously; and appropriately assist OSPA’s Post-Award and Cash Management to conduct complex financial analysis.
  14. Provide professional expertise on current regulations governing the administration of sponsored projects. Maintain a thorough knowledge of regulations applicable to sponsored program administration. This includes federal regulations found in Uniform Guidance, Federal Acquisition Requirements, and State of Illinois laws.
  15. Manage the submission of required performance reports such as annual/final research progress performance, invention disclosures, transfer of funded projects etc., to facilitate Award Closeout in collaboration with Post-Award teams within OSPA and for system closeout.
  16. Demonstrate the ability to delegate business functions for equity within all aspect of Pre-Award Services and Portfolio Management and to empower staff for growth development.
  17. Provide Pre-Award periodic reports and metrics to the Director of OSPA to demonstrate the Pre-Award team’s efforts and productivity to support departmental decision making.
  18. Manage, guide, train, and develop team’s learning programs and materials for reference and to be also leveraged by the research department’s administrative staff university wide. Also, appropriately review and approve requests for exceptions to university policies.
  19. Perform human resource function related to, but not limited to providing setting expectations, evaluating all Pre-Award staff performance, and managing the day-today operations of the team.
  20. Perform other duties as assigned.