

## HACKENSACK MERIDIAN *HEALTH*

### JOB DESCRIPTION

<b>Job Title:</b>	Research Grants Analyst	<b>Job Code:</b>	HQ0190
<b>Prepared By:</b>	Marina Savransky	<b>Revised Date:</b>	11/15/2021
<b>Applicable Department (s):</b>	CDI	<b>Cost Center(s):</b>	7936
<b>Job Reports To:</b>	TBD		
<b>Applicable Department Head Approval:</b>	COO/VP CDI	<b>Date:</b>	11/15/2021
<b>Applicable Senior Leader Approval:</b>	CSO/SVP CDI	<b>Date:</b>	

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#### ***Job Summary:***

The Research Grants Analyst provides pre- and post-award grant management support for the Center for Discovery and Innovation's (CDI) growing research grants program. This position is responsible for providing support to PIs and CDI administrative/lab staff in the preparation of all aspects of proposals, reports, communications with funding agencies, establishing/reviewing subawards, review of grant expenses and post award grant reporting. This includes budget preparation and reviews; preparation of grant support documents; running reports in Peoplesoft financial system; submission, preparation of monthly, quarterly, and/or annual grant reports; and special reports as needed.

#### ***Essential Job Functions (List in order of importance):***

1. Establishes standards and deadlines for grant proposals or applications, and reviews proposals or applications for completeness and compliance with grant terms.
2. Reviews and approves awards and develops processes for delivering funding to successful applicants.
3. Maintains records related to funding sources, balances, and disbursements.
4. Assists PIs with proposals, applications, program budgeting and reporting.
5. Handles all financial responsibilities relating to Research Grant Administration (pre and post-award).
6. Prepares financial and programmatic grant reports and invoices for public and private grant programs, if applicable, for internal review and submission to public and private agencies as required.
7. Creates and monitors subawards; communicates with collaborating institutions as needed.
8. Ensures that appropriate receipt of funds specific to each grant are collected and open receivables are managed properly.
9. Collaborates with Grant Accounting staff to ensure payment to recipients is accurate and expenditures are within allowable amounts.
10. Reviews all research and grant revenue and expenditures. Analyzes each Federal/State/Private Foundation grant to supporting documentation.
11. Prepares program and financial reports as required, including financial reports to Principal Investigators, external funding agencies, partner institutions.
12. Reviews and provides status updates of specific grants with Research Administration, Principal Investigators and others as necessary.

***Contacts:*** All HMH personnel.

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#### ***Knowledge, Education and Skills Required:***

1. Bachelor's degree in Finance/Accounting or a related area.
2. Minimum of 3 years of experience in grant/research administration
3. Advanced budgeting skills
4. Strong analytical and problem solving skills.
5. Excellent communication skills.

#### ***Knowledge, Education and Skills Preferred:***

1. 2-3 years research grant administration/management.
2. Certified Research Administrator, or other grant related certification.

***Required Certification/Licensing:*** Not applicable.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.*

#### **Human Resources Evaluation Results (For Human Resources Internal Use Only):**

**Approved Job Code:** HQ0190    **Job Description No.:** \_\_\_\_\_    **Date:** 2/20/2018