

HACKENSACK MERIDIAN *HEALTH*

JOB DESCRIPTION

Job Title:	Assistant Research Grants Analyst	Job Code:	HQ0426
Prepared By:	Marina Savransky	Revised Date:	11/29/2021
Applicable Department (s):	CDI	Cost Center:	7936
Job Reports To:	COO/VP CDI		
Applicable Department Head Approval:	COO/VP CDI	Date:	
Applicable Vice President Approval:	CSO/SVP CDI	Date:	

Job Summary:

The Assistant Research Grants Analyst provides pre- and post-award 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, 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, assisting in the preparation of monthly, quarterly, and/or annual grant reports; and special reports as needed.

Essential Generic Job Functions (List in order of importance):

1. Provides grants related review and analysis.
2. Provide administrative support to CDI's faculty and staff supporting grants and agreements.
3. Supports the grants team and supports their daily activities with grant functions including but not limited to effort calculations, reporting, procurement and journalizing costs.
4. Prepares and reviews budgets and proposal components according to the guidelines established by the applicable sponsoring entity.
5. Coordinates paperwork and communications with participating investigators and NIH scientific program and grants management personnel. Reviews paperwork submitted by the lab and files it in accordance with the details of the grant requirements. Communicates with the lab regarding balances, purchases and efforts on projects.
6. Gathers data and enters onto spreadsheets including but not limited to creation of budget scenario.
7. Provides assistance to CDI researchers in the submission of proposals through various electronic systems, to include (but not limited to) ASSIST, Grants.Gov, NJSAGE, and other e-systems.
8. Coordinate with external organizations and institutions on collaborative submissions/reporting.
9. Monitors and verifies accuracy of data using a variety of source documents; as problems arise, works with staff to research and analyze records, identifies errors and performs corrections.
10. Synthesizes information from multiple sources and prepares reports to be used internally or as part of external review committees.
11. Maintains standards for organizing and updating OSP's shared physical and electronic files.

Contacts: All HMH personnel and various outside agencies.

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Knowledge, Education and Skills Required:

1. Bachelor's Degree; or equivalent 1 year of experience in grants & contracts or in a related area
2. Minimum of 1 year of experience in grant/research administration
3. Advanced budgeting skills
4. Strong analytical and problem solving skills.
5. Excellent communication skills.
6. Proficiency in MS Office Suite, specifically Excel spreadsheets.

Knowledge, Education and Skills Preferred:

1. Bachelor's degree in Finance/Accounting or a related area.

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: HQ0426 **Job Description No.:** _____ **Date:** 11/29/2021