

**Job Title: Grants Administration Manager**

Location: Minneapolis VA Medical Center

Job Code: Grants Manager, full-time, benefit-eligible, exempt

Supervisor: CVRE Executive Director

Section: Admin (7003)

**Position Definition:**

The Center for Veterans Research and Education (CVRE), whose mission is helping to support innovative research and education initiatives that improve the health and well-being of Veterans, is seeking a Grant Administrator Manager. The incumbent will be responsible for Sponsored Research managed by the Center for Veterans Research and Education (CVRE). The incumbent will oversee the Grants Administrator (primarily Pre-Award) and provide support to Principal Investigators (PIs) for sub-award and post-award activities. This includes review of proposal applications and budgets, submission of progress reports, preparing budget projections, initiating, and drafting subaward agreements/amendments, contracts negotiation, approval of expenditures and project set-up, and entering budgets into CVRE grants administration system.

This individual can function with a high degree of autonomy. Incumbent will handle all aspects related to budget and cost compliance for their assigned portfolio using their knowledge of grant and contract management rules and regulations, in relation to the governing OMB circulars, 2 CFR 200, institutional policy, technical expertise, and analytical skills. This position has the potential to be fully remote.

**Responsibilities:**

- Supervises Grants Administrator (Pre-Award functions)
- Prepares a system to notify investigators of reporting and other requirements such as progress report reminders.
- Prepares, modifies, and renews incoming and outgoing subcontracts for research awards post the award.
- Reviews and approves expenditures.
- Subrecipient Monitoring.
- Able to learn, understand and interpret institutional policies, OMB Circulars, 2 CFR 200, and sponsor policies.
- Able to learn, read and understand, and interpret award notices and contracts.
- Able to learn how to forecast accurate and meaningful projected balances for progress reports.
- Must be able to create and present adequate long-term budget projections.
- Will review and approve reimbursements by following institutional policies, OMB Circulars, 2 CFR 200, and sponsor policies.
- Must be able to anticipate next steps and take the initiative to respond to them proactively.
- Project set-up within CVRE grants administration systems.
- Develop and negotiate contract agreements with private sector sponsors.
- Develop and negotiate agreements with subcontractors.
- Responsible for input of budget entries CVRE grants administration system.
- Responsible for sponsored award close-out and confirm all reports have been submitted to sponsor agency.
- Work closely with Pre Award, Finance, and Human Resources teams.
- Maintain adherence to funding agency administrative and other requirements. This includes application and award requirements as well as monitoring payments, deadlines and

deliverables, preparing progress reports, and requesting extension/supplement of projects, and budgets.

- Counsel and advise Principal Investigators concerning funding, projected expenditures, sponsor policies and procedures, and other project related issues.
- Serve as resource for VA researchers and staff.
- Assist with annual Single, Financial, and Program (NPPO) audits.
- Prepare reports and presentations to support internal reviews or site visits.
- Consult with funding agencies and authorized officials to resolve problems and/or obtain approval for deviation from original project scope of work.
- Clinical Trials Management, including financial/administrative feasibility studies, budgeting, and negotiations with sponsoring agencies.
- Processing of contracts and agreements for sponsored research projects. Drafts, reviews, and negotiates various types of contracts, cooperative agreements, and subcontracts with private, industry, and federal partners on behalf of CVRE.
- Performs other duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree, business administration, finance, or a related field with 3 years of relevant administrative and financial experience, or the equivalent in education and experience required.
- Prior experience within an office of sponsored programs office required.
- Excellent accounting, organizational, and interpersonal skills.
- Ability to work effectively, independently and as a member of a team.
- Ability to exercise judgment, initiative, and discretion and to interact with staff and outside agencies in a professional manner.
- Proficiency with computers- data bases, spreadsheets, and other office software applications.

**Preferred Qualifications:**

- Experience with federal granting sponsors, specifically National Institutions of Health, strongly preferred.
- Experience with Streamlyne grant administration system, or similar.
- Experience with and/or working knowledge of contracting terms including Federal Demonstration Partnership standardized forms.
- Experience with negotiating clinical trials and/or industry contracts.

**Conditions of Employment:**

- Subject to a background/security investigation.
- Designated and/or random drug testing may be required.

**Physical Requirements:** The employee must be able to navigate the medical center, use a keyboard, and lift 25 lbs. Reasonable accommodation may be considered in determining an applicant's ability to perform the duties/functions of the position.

**To Apply:** Submit your cover letter and resume to <https://center-for-veterans-research-and-education.oasisrecruit.com/>