

Title: Research Project Specialist

Job Category: Administrative/Professional

Department: Office of Sponsored Projects Administration-SIUC

College: Vice Chancellor for Research-SIUC

Position Summary: The Office of Sponsored Projects Administration facilitates and promotes research and sponsored project activities broadly within SIU Carbondale. We are the official University department through which faculty and staff submit external grant proposals and receive external grant awards. The primary function of this position is to assist faculty and staff in submission of grant proposals and pre-award administration of grants and contracts. This position will be responsible for assisting faculty and staff in the preparation, review, and submission of applications for external funding, as well as award review and negotiation. This position ensures all applications and agreements follow the sponsor guidelines, the University guidelines and timelines, and adhere to all grant application regulations and requirements.

Duties and Responsibilities:

1. Serve as the primary liaison between external agencies and principal investigators in the review and acceptance of grant proposals submitted on behalf of SIU Carbondale. Ensure that all proposals submitted on behalf of SIU Carbondale are correct and in compliance with university/agency, federal, and state regulations.
2. Respond to post-submission requests for information related to submitted proposals while clarifying the terms and conditions with sponsors to ensure consistency with University policies, as well as institutional policies such as HIPAA, FERPA, COI, Debarment etc.
3. Coordinate all assigned pre-award service functions in OSPA to facilitate the proposal submission process, which includes the development of grant applications, reviewing funding opportunity announcements for eligibility and other requirements.
4. Collaborate with department and guide faculty on the grant application processes, review budgets to ensure costs are appropriate and in accordance with applicable guidelines/policy to complete OSPA's internal approval processes for accurate and timely submissions.
5. Review proposals and sponsored project award documents to assure compliance with federal, state and university guidelines and making sure that university policies and the legitimate rights of sponsoring agencies are protected.
6. Work with the appropriate stakeholders to provide clarity and/or address administrative and contractual challenges that may exist between sponsoring agencies, principal investigators, other Key Personnel, and interested parties within the university.
7. Review awards for compliance with University policies as well as to make sure compliance certifications or assurances such as IACUC, IRB, FCOI, RCR, Export Control and Biological Hazards etc. are in place as needed. Coordinate required compliance review with responsible University office(s).

8. Perform negotiation functions to ensure SIU Carbondale reduces potential requests to waive federally negotiated indirect cost rates. And if needed, appropriately work with your supervisor and/or manager.
9. Demonstrate and apply effective verbal, written, interpersonal communication skills and analytical skills while coordinating with other teams within OSPA to improve general business processes for effective and efficient delivery of services timely.
10. Use technological software to store information, design usable reference document for internal and external use, and submit deliverables as needed.
11. Perform other duties as assigned.

Minimum Qualifications: Bachelor's Degree in Finance, Education, Public Administration, Business Administration or closely related field. 3 - 5 years of experience in sponsored research including Proposal Submission and Contract Negotiation.

Apply Online at <https://jobs.siu.edu>

Deadline to Apply: 6/17/2022 or until filled

Contact for further information: Ashley Matzenbacher acohoon@siu.edu

SIU Carbondale, member of the SIU System, is an anti-racist community that opposes racism, discrimination and inequity in any form, and embraces diversity, inclusion, equity, and justice for all people.

SIU Carbondale is an Affirmative Action/Equal Opportunity Employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.