

## Subaward Analyst I/II

### **ABOUT THE INSTITUTION:**

Woods Hole Oceanographic Institution (WHOI) is located in Woods Hole, MA on beautiful Cape Cod, walking distance to stunning beaches, bike paths, lighthouses, and island ferries. The Oceanographic is the world's leading, independent non-profit organization dedicated to ocean research, exploration, and education; it is dedicated to advancing knowledge of the ocean and its connection with the Earth system through a sustained commitment to excellence in science, engineering, and education, and to the application of this knowledge to problems facing society. Make a difference for the ocean and the planet by working at the Oceanographic!

### **ABOUT THE OFFICE:**

The Grant & Contract Services office (GCS) provides mission critical services in support of the research enterprise at WHOI. As a member of the sponsored programs team, the Subaward Analyst I/II is expected to work closely with colleagues to ensure all operational efforts are focused on customer service excellence, continuous process improvement and compliance with policies, processes and regulations.

### **POSITION DESCRIPTION:**

The SubAward Analyst I/II is a member of the Grant and Contracts Services (GCS) team and works collaboratively with GCS Preaward and Postaward staff, Principal Investigators (PIs), Department Administrators (DA's), campus administrative offices, and funding agencies to support the WHOI research community in facilitating all outgoing subawards (subawards and subcontracts) related to sponsored research awards while protecting the legal and business interests of the Institution.

### **ESSENTIAL FUNCTIONS & DUTIES:**

- Responsible for the day-to-day operational aspects of outgoing subawards: creation, negotiation, execution, management, monitoring, administration, and closeout of outgoing subawards.
- Work directly with GCS Preaward and Postaward staff, WHOI PI's and department research administrators to ensure that subawards resulting from awarded proposals reflect the sponsor and Institutional requirements and are created/fully executed timely.
- Primarily utilizing the FDP Subaward template, draft, review and negotiate outgoing federal and non-federal subawards and interpret terms, conditions, and associated rules and regulations as a part of prime externally funded grants, contracts and cooperative agreements from government and nongovernment sponsors; unusual circumstances or subrecipient organizations (foreign) may require additional language be added to the template.
- Manage subrecipient monitoring activities, including completion of risk assessments, track and collect audit documents from subrecipients, complete monthly FFATA reporting, receipt, facilitate and process invoices, develop analyses and reports that ensure compliance with mandated requirements relative to subrecipient monitoring.
- Receipt all subaward invoices and facilitates PI approval/signature and submission for processing payment in procurement system; confirms dates of service, current and cumulative amounts on invoices.

- Provide expertise on all relevant federal rules, guidelines, policies, and regulations relevant to subaward activities and develop, in partnership with GCS, Finance, and legal colleagues, internal policies, guidelines, business processes, procedures and training to support compliance with these federal rules, guidelines, policies and regulations, i.e., Uniform Guidance, FAR clauses, NSF PAPPG, etc.
- Serve as liaison between and among PI's, DA's, funding agencies and campus administrative offices for subcontracts issued by WHOI including clarifying the uses of a subaward vs a purchase order for outside services.
- Identifies problems relating to subawards that emerge from both Scientific and Administration areas and makes suggestions for creative solutions; critically evaluates proposed new processes and procedures and participates in crafting the final product and implementing changes.
- Knowledge of and coordination with both preaward and postaward to support high-quality service throughout the sponsored research life cycle.
- In collaboration with Director, Award Management & Systems and Director/Associate Director PreAward Services compile statistics and other data for reports from WHOI and funding agency systems.
- In collaboration with Director, Award Management & Systems and Director/Associate Director PreAward Services develop and deliver trainings, workshops and other activities that assist the WHOI research community to improve skills and knowledge in the area of subaward monitoring, compliance and closeout.
- Engage and assist Director, Award Management & Systems and Director/Associate Director PreAward Services with subaward-related software implementation and upgrades; provide recommendations for modifications and improvements; provide insight into potential areas of risk and/or compliance requirements; inform users of system enhancements and changes related to subcontracts.
- Effectively sets own priorities for work products.
- Ability to demonstrate professional behavior in all situations.
- Engage in other duties and responsibilities as appropriate to advancing the mission of the Institution.

## **REQUIRED QUALIFICATIONS**

### **Education:**

- Bachelor's degree with 3-5 years of increasingly responsible, directly related research administration experience or equivalent combination of education and experience.

### **Experience/Skills/Abilities:**

- Good customer service focus with the ability to interact and collaborate with diverse internal and external constituents.
- Ability to read, analyze, interpret, negotiate, and manage complex subaward documents from various funding agencies.
- Facility with budgeting and reporting using Microsoft Excel.
- Knowledge of research administration methodologies, practices, and policies, including federal regulations and statutes.
- Knowledge and experience working with diverse funding agencies and sponsors.
- Knowledge of cost accounting principles.
- Good organizational skills and time management essential.
- Ability to work well in a team.



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- Ability to work independently, proactively, and flexibly.
- Ability to work with a degree of independence and successfully within a deadline driven, multi-tasking operating environment.
- Ability to balance between customer service and regulatory compliance.
- Ability to take initiative in identifying the root cause of a problem and propose solutions to resolve the issue.
- Strong communication (both verbal and written and numerate) and interpersonal skills with the proven ability to problem-solve.
- Experience with ERA systems (Streamlyne, Quali, Coeus, InfoEd, etc.), Microsoft Office applications (i.e., Excel, Word, and PowerPoint); Google tools (i.e., Gmail, Docs, Sheets, Form, etc.).

**PREFERRED QUALIFICATIONS:**

- Certified Research Administrator (CRA)

**Additional Information:**

- This position will have the option to be partially remote, fully remote or fully on campus.