



## Grants Administrator- Remote Opportunity

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Boston, MA (Main Campus)

Full time

Posted Today

R111695

### About the Opportunity

The Grants Administrator serves as a member of a team of professionals in the Bouvé College Office of Research (BCORE), primarily responsible for assisting faculty and departmental administrative staff throughout the grants management life-cycle. On the post-award side, this will include: providing timely routine and ad hoc reports to PI's on their grants; managing and monitoring grant funding, including payroll and non-salary expenditure review; adjusting payroll distribution, as needed; submitting cost transfer requests as needed; monitoring grant effort, communicating external regulations to faculty and staff; serving as a liaison for BCORE with the central office, Northeastern University Research Enterprise Services (NU-RES); reviewing sponsor financial reports; and overseeing project activity through closeout.

The Grants Administrator may also provide cross functional support to pre-award colleagues in BCORE. This may include: supporting the development and submission of federal, non-federal, state, foundation, corporate, and industry grant proposals. This person may assist with: the identification of funding opportunities; development of proposal budgets; coordination of sub-contracts on proposals; compliance checks against institutional policies and sponsor requirements; and review grant proposals prior to submission to the central office.

The Grants Administrator will also support the research data management functions and research reporting of Bouvé as needed. This includes management of transaction logs, running periodic reports of proposal and award activity and trends within College and related Bouvé faculty.

### Responsibilities:

- Perform ongoing operational tasks within assigned workstream, which may include:
  - Post-Award Support: Monitor sponsor award spending for allowability and compliance with federal and sponsor regulations. Managing payroll and sponsored project effort oversight. Develop and monitor budgets and award burn-rate to confirm good financial standing. Assist with the submission of annual progress reports and final reports in collaboration with NU-RES. Proactively follow cleanup and closeout procedures on expired accounts according to institutional policy and good accounting practices. Liaise with NU-RES and complete administrative paperwork as required.
  - Pre-Award Support: Assist principal investigators with proposal and budget preparation, including support with biosketches, other support pages, federal and foundation proposals. Follow compliance regulations established by funding agencies and by the university. Work closely with other BCORE staff, PIs, NU-RES officials and department administrators for proposal submission and award administration. Assist with identifying sponsored program opportunities for Principal Investigators within the college.
  - Data Management: Maintain transaction activity logs and awards documents. Run periodic reports of proposal and award activity and trends within College and related to Bouvé Faculty.
- Work with Principal Investigators, Administration and sponsors to provide excellent customer service and resolve complex issues related to sponsored project.

- Develop and manage relationships across key sponsored research stakeholders; communicate with researchers, administrators, and sponsors to facilitate timely proposal submissions.
- Ensure provision of customer service assistance to outside agencies in the ongoing administration of grants and contracts.
- Keep up-to-date on sponsor requirements, institutional policies, and state and federal regulations, and proactively update team members on applicable changes.

**Qualifications & Competencies:**

- Grants Administrator: Bachelor's degree and 2 – 5 years of experience in pre- and/or post-award grant administration, preferably in an academic setting with broad understanding of academic operations and research required.
- 3-5 years of grant accounting support experience is preferred.
- Must be comfortable working independently and as part of a team, and be comfortable meeting deadlines and balancing competing priorities.
- Demonstrate technical proficiency required to do the job; possess knowledge in the profession; provide technical expertise to others; have and use cross-functional knowledge to support interdepartmental connections.
  - Knowledge of and experience in federal regulations including OMB Uniform Guidance, FAR, and other sponsor agency policies and regulations to maintain compliance with terms and conditions of the award.
  - Knowledge of regulations relating to federal grants and award administration. Direct experience submitting proposals, managing awards, and working with research investigators.
  - Knowledge of accounting standards and experience performing financial analysis.
- Demonstrate written and verbal communication and interpersonal skills. Strong customer service orientation. Experience in maintaining confidential materials.
- Strong organizational skills, attention to detail, and ability to manage deadlines.
- Familiarity with grants and financial management systems is strongly preferred. Previous use of Banner, Priority BA, Coeus, Cognos and familiarity with Grants.gov, ASSIST, Proposal Central would also be helpful.
- Strong proficiency in financial analytical tools including Microsoft Excel is essential.

**Position Type**

Research

**Additional Information**

Northeastern University considers factors such as candidate work experience, education and skills when extending an offer.

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