



GRANTS MANAGER

Department of Molecular Biology

The Department of Molecular Biology at Princeton University is seeking to fill a fully remote, part-time position for a Grant Manager that is dedicated to a 7-Year Grant. Upon hire this position will be a 2-year term position *subject to annual extension with continued Grant funding*. This Grants Manager will be the primary grants manager at Princeton for the [New Jersey Alliance for Clinical and Translation Science \(NJ ACTS\)](#) award. **Submission of a resume and a cover letter is required.**

This award is funded by NIH, via subawards from Rutgers University, and is an administrative grant that provides numerous training opportunities to promote interaction and translational research between Princeton, Rutgers and New Jersey Institute of Technology. At Princeton, the grant is hosted in the Department of Molecular Biology, but funding is provided to multiple departments. This individual will coordinate with grants personnel at Rutgers University, as well as the Princeton PI, Princeton Manager of Research and Administration, and central and other academic departments/centers at Princeton. The individual in this position must have experience with sponsored academic research awards either at the pre- or post-award stage. The ideal person will have both.

Responsibilities of this position includes: preparing budgets and other proposal documents in Princeton ERA, subaward set up and monitoring financial reports for spending across multiple departments, assisting with NJACTS specific funding announcement preparation, submissions and administration, as well as coordinating annual progress and financial reporting. The GM reports to the Senior Grants Manager in the Department of Molecular Biology.

Pre-award duties include:

- Proposal preparation and internal submission of possible NJACTS applications, in coordination with the Princeton PI, Manager of Research and Administration, and various central and administrative departments. The GM prepares budgets, justifications, data tables, and administrative elements of the proposal, as well as collects and assembles proposal files per the agency guidelines for submission in Princeton ERA to the Office of Research and Project Administration (ORPA).
- Coordination of NJACTS funding opportunities, including reviewing the Request for Proposal for University compliance and assisting with proposal submission for internal applicants.
- Internal award setup/initiation of annual awards for all funding mechanisms, pilot awards and trainee appointments.

Post award duties include:

- Communication with Rutgers, and daily coordination with PIs, Manager of Research and Administration, participating departments, Sponsored Research Accounting (SRA), and ORPA
- Coordination of annual progress report elements for all funding mechanisms, including review of NIH biosketches and Other Support for compliance
- Monitoring all financial expenditures across various departments for compliance with University and sponsor guidelines
- Facilitating financial reporting and closeout requirements for awards as needed.
- Filing of all grant documentation in Department's onbase filing system for record retention



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- Other duties including using PeopleSoft Prime for journals to transfer costs, rebudgeting, monitoring effort, updating and approval of appointment/salary adjustments in Labor Accounting and completing financial projections on available NJACTS funding as needed

Other Duties to include:

- Maintain awareness and understanding of university and sponsor policies to ensure compliance
- Other duties as needed.

Required Qualifications

- A bachelor's degree is required, with a concentration in business, finance, accounting or equivalent, or biological sciences helpful.
- A minimum of 5 years of grant-related experience in a university setting is required.
- Must be proficient in Microsoft Office: Excel, Access, and Word, and have a solid knowledge of accounting basics.
- Must understand and be able to implement University and funding agency requirements.
- Must be very detailed-oriented, with excellent interpersonal and communication skills, oral as well as written, and committed to financial integrity and confidentiality.

Preferred Qualifications

- Familiarity with University policies and procedures regarding grant applications.
- Familiarity with the University's personnel and fiscal management policies, and the University's financial system applications, such as Princeton ERA, Labor Accounting, Information Warehouse, and PeopleSoft PRIME or previous experience of these systems at another University is desirable.
- Biomedical or biology grants-related experience in a university setting is preferred.

This position is 100% remote, but the individual in this position must be available during Princeton business hours 8:45am – 5pm Monday through Friday.

Interested candidates should apply at <https://careers.princeton.edu/> and search for requisition [#2024-19249](#).

Princeton University is an [Equal Opportunity/Affirmative Action Employer](#), and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status, protected veteran status, or any other characteristic protected by law. [EEO IS THE LAW](#)