

RESEARCH ADMINISTRATOR, GRANTS (RESEARCH ADMINISTRATION) (REMOTE)	
Posting Number	req22373
Department	Senior VP Health Sciences
Department Website Link	<a href="https://healthsciences.arizona.edu/research/research-administration">https://healthsciences.arizona.edu/research/research-administration</a>
Location	To Be Determined
Address	USA
Position Highlights	<p>The University of Arizona Health Sciences (UAHS) Office of Research Administration's invites applications for the position of Research Administrator. The Research Administrator for the Grants team provides expert guidance and strategic support to investigators in the development, coordination, submission, and management of extramural funding from private, federal, and state sources. Operating with a high degree of independence, this role anticipates and addresses the complex needs of research grant administration, delivering exceptional customer service to investigators in a collaborative, team-based environment. The position requires a proactive approach to identifying and adapting to policy changes in grants and contracts administration, ensuring compliance with regulatory requirements and upholding the highest standards of integrity and fiduciary responsibility.</p> <p>Candidates working anywhere in the U.S. may be considered for a remote assignment. If you are selected for this position and are employed to work remotely from outside of Arizona, your overtime exemption status will depend on the laws of the state where you perform your work. For employees working outside of Arizona, you may be hired as an hourly employee in accordance with state laws. A comparable hourly rate range would be: \$31.59 - \$41.06. These changes would not affect the position duties as outlined.</p> <p><i>Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; retirement plans; access to UA recreation and cultural activities; and more!</i></p> <p>The University of Arizona has been recognized for our innovative work-life programs. For more information about working at the University of Arizona and relocations services, please <a href="#">click here</a>.</p>
Duties & Responsibilities	<p><b>Proposal Development &amp; Submission Management</b></p> <ul style="list-style-type: none"> <li>• Lead the coordination and development of complex administrative components required for the timely and compliant submission of research proposals.</li> <li>• Oversee budgeting, budget narratives, form pages, biographical sketches, and indirect cost waivers, ensuring alignment with institutional and sponsor guidelines.</li> <li>• Provide expert guidance and oversight to ensure the high quality and timely completion of external research proposals.</li> </ul>

- Manage the preparation, routing, and submission of proposal documents within UAccess Research, the institution's comprehensive research administration system, ensuring all submissions meet sponsor and institutional standards.

#### **Award Management**

- Coordinate responses to post-proposal sponsor requests, including interim and final technical/progress reports, budget revisions, and award modifications.
- Address complex requests for pre-award costs, prior approval changes, and "just-in-time" documentation, ensuring compliance with award terms and conditions.

#### **Compliance & Regulatory Oversight**

- Serve as an expert resource to investigators and departments, providing guidance to ensure that proposals and awards comply with all sponsor, federal, and university regulations.
- Implement new research administration policies and practices, ensuring consistent application across all awards and funding bodies.

#### **Funding Opportunity Identification & Support**

- Assist investigators in identifying and interpreting relevant intramural and extramural funding opportunities.
- Leverage tools such as Pivot and other funding databases to strategically guide faculty toward high-impact funding sources.

#### **Additional Responsibilities**

- Offer cross-team support as needed, leveraging expertise in research administration to assist in the development, negotiation, and finalization of budgets, as well as in managing complex award components.
- Design and deliver training programs for faculty and staff in grant submission processes and research administration responsibilities.

#### **Knowledge, Skills, and Abilities:**

- Willingness to adjust schedule to work weekend and evening hours when necessary.
- Excellent written and verbal communication skills and significant attention to detail.
- Self-motivated, takes initiative, and a strong ability to multi-task multiple projects.
- Ability to work effectively in a team environment.
- Demonstrated ability to interact professionally and effectively with investigators, sponsors, and cross-functional teams.
- Demonstrated customer service.
- Excellent computer skills in Microsoft Office Suite.
- Demonstrated knowledge of university and sponsor agency policies and procedures.
- Demonstrated ability to work in a fast paced, dynamic team environment with changing priorities.
- Demonstrated ability to work in a manner that is effective and efficient.

#### **Minimum Qualifications**

- Bachelor's degree or equivalent advanced learning attained through professional level experience required.

	<ul style="list-style-type: none"> <li>Minimum of 5 years of relevant work experience, of which at least two years involve academic grants management, or equivalent combination of education and work experience.</li> </ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>Experience with University of Arizona systems, specifically UAccess Research, or similar university systems.</li> </ul>
<b>FLSA</b>	Exempt
<b>Full Time/Part Time</b>	Full Time
<b>Number of Hours Worked per Week</b>	40
<b>Job FTE</b>	1.0
<b>Work Calendar</b>	Fiscal
<b>Job Category</b>	Research
<b>Benefits Eligible</b>	Yes - Full Benefits
<b>Rate of Pay</b>	\$65,687 - \$85,393
<b>Compensation Type</b>	salary at 1.0 full-time equivalency (FTE)
<b>Grade</b>	9
<b>Compensation Guidance</b>	<p>The <b>Rate of Pay Field</b> represents the University of Arizona's good faith and reasonable estimate of the range of possible compensation at the time of posting. The University considers several factors when extending an offer, including but not limited to, the role and associated responsibilities, a candidate's work experience, education/training, key skills, and internal equity.</p> <p>The <b>Grade Range Minimum, Midpoint, and Maximum Fields</b> listed below represent a full range of career compensation growth over time in this position and grade. Each unit typically sets starting pay between minimum and midpoint upon hire. The university offers compensation growth opportunities within its career architecture. To learn more about compensation, please review our <a href="#">Applicant Compensation Guide</a> and our <a href="#">Total Rewards Calculator</a>.</p>
<b>Grade Range Minimum</b>	\$65687
<b>Grade Range Midpoint</b>	\$85393
<b>Grade Range Maximum</b>	\$105099
<b>Career Stream and Level</b>	PC3
<b>Job Family</b>	Grant & Contract Admin
<b>Job Function</b>	Research

<b>Type of criminal background check required:</b>	Name-based criminal background check (non-security sensitive)
<b>Number of Vacancies</b>	1
<b>Target Hire Date</b>	
<b>Expected End Date</b>	
<b>Contact Information for Candidates</b>	Chris Gaul, Senior Director of Research Operations   cagaul@arizona.edu
<b>Open Date</b>	4/2/2025
<b>Open Until Filled</b>	Yes
<b>Documents Needed to Apply</b>	Resume and Cover Letter
<b>Special Instructions to Applicant</b>	<b>The application window is anticipated to close Friday, April 11, 2025.</b> If invited to interview, please be prepared to provide three (3) references.
<b>Notice of Availability of the Annual Security and Fire Safety Report</b>	In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), each year the University of Arizona releases an <a href="#">Annual Security Report (ASR)</a> for each of the University's campuses. These reports disclose information including Clery crime statistics for the previous three calendar years and policies, procedures, and programs the University uses to keep students and employees safe, including how to report crimes or other emergencies and resources for crime victims. As a campus with residential housing facilities, the Main Campus ASR also includes a combined Annual Fire Safety report with information on fire statistics and fire safety systems, policies, and procedures.  Paper copies of the Reports can be obtained by contacting the University Compliance Office at <a href="mailto:cleryact@arizona.edu">cleryact@arizona.edu</a> .
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## Duties & Responsibilities

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