

Job Overview

The Senior Pre-Award Grant Administrator is responsible for reviewing, negotiating and administering externally funded research grants and contracts. This position will serve as the primary liaison with external sponsors for sponsored grant agreements, both for initial awards and modifications. The Senior Pre-Award Grant Administrator will be responsible for setting up new awards and processing changes to existing awards in Georgetown's financial system. This position supports the PIs of the Health and Physical Sciences cluster, which includes several departments within Main Campus and the Medical Center. The Senior Pre-Award Grant Administrator must be capable of independently working through their own deadlines. This position will support all contracting and grant database management aspects of a sponsored award that may be involved along the grant lifecycle from cradle to grave including: award set-up, award management and assistance with closeout activities.

Award Review, Negotiation and Execution:

- Reviews, negotiates and sets up externally sponsored awards
- Develops teaming agreements (if applicable)
- Performs various compliance checks
- Interacts directly with external partners and relevant internal offices
- Sets up the award in Georgetown's financial system, and maintains the award in the system throughout the life cycle, including modifications and close out.
- Completes the "Award Set Up" process in the internal routing system
- Serves as the subject matter expert for complex awards within the cluster, such as program projects and training grants.

Award Setup:

- Completes the "Award Set Up" compliance actions within Georgetown's internal systems
- Sets up the award in Georgetown's financial system
- Maintains the new award in the system throughout the grant life cycle, including modifications and close out
- Creates new subawards in the financial system, coordinating with the Grant Manager to ensure the budget is updated properly to reallocate funds, and all F&A rate exceptions and cost basis limits for each subaward are accurately mapped
- Troubleshoots and helps resolve award administration issues in collaboration with JORA colleagues and other supporting departments

Subaward Review, Negotiation, Execution, and Set Up:

- Receives subaward requests from internal routing system, and reviews the award and documentation submitted to ensure the request is in compliance with the award

- Completes the subrecipient monitoring and compliance checks
- Drafts subaward agreement, negotiates as necessary, obtains all required signatures for full execution
- Works within internal systems to route and document updates throughout the process.
- Completes award set-up process in internal systems for the subaward and maintains the subaward in the system throughout the life cycle, including modifications and close-out
- Serves as the liaison and interacts directly with external and internal partners

Work Interactions

The Sr. Pre-Award Grant Administrator reports directly to their Associate Director. This position works closely with other staff members in their cluster, across the Pre-Award Grant Administrator roles within JORA, and other collaborating offices to ensure that awards are complete, accurate and in compliance with sponsor and institutional regulations, policies and guidelines.

Requirements and Qualifications

- Bachelor's degree
- 3-5 years of progressively responsible experience in a university or other non-profit grants management role.
- Knowledge of a variety of sponsored research funding mechanisms, including federal agencies (NIH, NSF, DOD, etc.), non-federal government agencies (state, county, municipality, etc.), international entities, industry, and foundations, private and non-profit organizations.
- Expertise with federal funding guidelines (2 CFR 200, FAR, etc.).
- Proficiency with financial systems, accounting, and cost accounting standards as they pertain to grants and contracts management
- Budgeting experience in Excel.
- Demonstrated skill in reviewing and negotiating incoming agreements for sponsored research awards.
- Experience with outgoing subawards and related compliance requirements.
- Proficient with software products including Excel, Adobe Professional and DocuSign.
- Flexible and adaptable to accommodate ongoing changes to internal and external policies.
- Capacity to establish clear priorities and multi-task in a high-volume setting.
- Ability to work quickly and effectively under pressure.
- Excellent verbal and written communication skills, organizational skills, and ability to function in a fast-paced academic setting.

- Skill in fostering a collaborative, customer-oriented working environment where there are multiple customers with competing priorities

Preferred Qualifications

- Certified Research Administration (CRA), Certified PreAward Research Administration (CPRA) and/or Certified Financial Research Administration (CFRA)
- Familiarity with Workday

Work Mode Designation

This position has been designated as Telework. Please note that work mode designations are regularly reviewed in order to meet the evolving needs of the University. Such review may necessitate a change to a position's mode of work designation. Complete details about Georgetown University's mode of work designations for staff and AAP positions can be found on the Department of Human Resources website: <https://hr.georgetown.edu/mode-of-work-designation>.

Benefits:

Georgetown University offers a comprehensive and competitive benefit package that includes medical, dental, vision, disability and life insurance, retirement savings, tuition assistance, work-life balance benefits, employee discounts and an array of voluntary insurance options. You can learn more about benefits and eligibility on the [Department of Human Resources website](#).

All JORA positions are fully remote and GU has telework agreements with most [states](#). GU also has a great [benefits package](#), including [tuition assistance](#) for both staff and their dependent children and a [10% retirement match](#).

Current Georgetown Employees:

If you currently work at Georgetown University, please exit this website and login to GMS (gms.georgetown.edu) using your Net ID and password. Then select the Career worklet on your GMS Home dashboard to view Jobs at Georgetown.

Submission Guidelines:

Please note that in order to be considered an applicant for any position at Georgetown University you must submit a resume for each position of interest for which you believe you are qualified. Documents are not kept on file for future positions.

Need Assistance:

If you are a qualified individual with a disability and need a reasonable accommodations for any part of the application and hiring process, please visit the Office for Equal Opportunity

Compliance website for [general information about requesting accommodations](#), as well as [information about requesting accommodations specifically for applicants](#). You also can also contact the Office for Equal Opportunity Compliance at (202) 687-4798 or oeoc@georgetown.edu.

Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community involvement opportunities that make up Georgetown's commitment to its employees, please visit the Georgetown Works [website](#).

EEO Statement:

GU is an [Equal Opportunity Employer](#). All qualified applicants are encouraged to apply, and will receive consideration for employment without regard to age, citizenship, color, disability, family responsibilities, gender identity and expression, genetic information, marital status, matriculation, national origin, race, religion, personal appearance, political affiliation, sex, sexual orientation, veteran status, or any other characteristic [protected by law](#).