

Career Path: Research Staff Administrators

Involves providing analytical and financial support in proposal processing, contract and grant administration, and budget development, including pre-award proposal initiatives, management of funds post-award, and closeout activities for federal, state, local and private sponsors. Involves activities associated with forecasting, planning, and managing of research portfolios by performing some or all of the following: coordinating and identifying and developing and/or presenting proposals, contracts and other agreements; reviewing proposals to ensure institutional compliance; negotiating, administering and monitoring contract and grant awards, including compliance with regulations, terms and conditions; financial management and reporting; and sub award/subcontract issuance and administration.

	Entry	Experienced	Expert
General Scope	Entry-level professional; learns to use professional concepts to resolve problems of limited scope and complexity; works on assignments of limited variety and complexity, requiring limited judgment and decision making.	Experienced, journey-level professional who knows how to apply theory and put it into practice with full understanding of the professional field; has broad job knowledge or substantive knowledge in a specialized field; works on problems of diverse scope where analysis of data requires evaluation of identifiable factors.	Recognized campus expert. Has significant impact and influence on university policy and program development. Is assigned the highest level of analytical duties that involve in-depth knowledge and understanding of numerous interrelationships and variables. Regularly leads projects of critical importance which carry substantial consequences of success or failure.
Custom Scope	<ul style="list-style-type: none"> Processes or develops research proposals, awards and transactions related to contract and grant management. Maintains contract and grant records in compliance with institutional and research sponsor policies. Follows institutional procedures and practices when analyzing or reviewing financial information or reports. 	<ul style="list-style-type: none"> Uses skills as a seasoned, experienced research administrator to independently process research proposals, awards and transactions related to contract and grant management and maintain contract and grant records in compliance with institutional research sponsor policies. Works on proposals of diverse scope where analysis of data requires thorough understanding of complex regulations. Manages and monitors financial journal transactions. Rebudgets grants as necessary. Completes and approves transactions for signature by manager or other authorized institutional official. Works on complex proposals that may involve multiple investigators and/or multiple subawards. Guides less experienced staff. 	<ul style="list-style-type: none"> Having wide-ranging experience, uses contracts and grants concepts and campus objectives to assess and resolve the most complex contracts and grants issues having campus-wide impact. Manages the most complex transactions. Advises on the most complex proposals, including those involving large collaborations, international collaborators, complex contracts. Reviews research/training contract and grant proposals to extramural sponsors to ensure the proper commitment of institutional resources and compliance with institutional and sponsor policies. Proposals and contracts have campus-wide impact. Eligible for full delegation of authority to submit proposals on behalf of the campus and to act on behalf of the campus with federal, state and non-profit sponsors of extramurally funded grants, contracts, cooperative agreements and subcontracts and in acceptance of same. Serves as signing authority for less senior staff. May serve as a staff manager and oversee staff, or may serve as a subject matter expert and is often recognized as an expert for the campus in a particular area, such as federal contracts, state contracts, subcontracts or information systems, or sponsored project administration and compliance.

	Entry	Experienced	Expert
Key Responsibilities	<ul style="list-style-type: none"> • Develops grant proposals, applications and support documents. • Under direct supervision, provides post-award financial administration and management for research funds. • Analyzes expenses, develops cost projections, and assists with financial tracking and control. • Interprets regulations and guidelines and prepare periodic reports. • Seeks current knowledge on compliance regulations in all areas of research administration. • Advises faculty on general policies and methodologies in submitting grants. • Serves as initial point of contact to address PI questions. 	<ul style="list-style-type: none"> • Organizes plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments and privately funded projects for faculty research programs. • Prepares proposal budgets and support documents that are required by proposal guidelines. • Coordinates proposal submission. • Provides post-award financial administration and management for research funds in accordance with campus policy and agency requirements. • Advises PIs on personnel budgets. • Monitors transactions, expenditures, financial and inventory reports. Processes non-competing continuations, supplements and other award/agreement amendments. • Provides advice and counsel regarding sponsored projects administration to staff, department administrators and PIs. • Ensures that PIs maintain appropriate approvals from applicable compliance committees. • Assists in support of audits as directed by senior staff. 	<ul style="list-style-type: none"> • Oversees the organization, planning and monitoring of the fiscal budget controlling the most complex contracts and grants administration, submissions, budgets, support documents, gifts, endowments and privately funded projects for faculty research programs. • Provides highly complex projections, analysis and recommendations. • Having wide-ranging experience, uses contracts and grants concepts and campus objectives to resolve the most complex problems related to award terms, budgets, compliance with sponsor and institutional policy, and reporting. • Orients, trains and guides new staff. • Directs and ensures complete and accurate collection of research management data at all stages of the contract and grant life cycle. • Independently oversees award reporting and closeout. • Responds to external or internal auditors in their examination of active and terminated projects. • Administers, with central and departmental administrators, the administrative and financial aspects of complex, awarded projects with campus-wide impact. • Manages the transfer of grants from and to other institutions.

	Entry	Experienced	Expert
Knowledge and Skills	<ul style="list-style-type: none"> • Able to thrive in a busy, high-volume, and deadline-driven work environment that requires coordination of multiple activities and the judgment and flexibility to reprioritize to accommodate emergency requests. • Requires organization, negotiation and communication skills and customer service focus. • Detail oriented • Understands basic accounting principles. • Understands applicable federal, state, local, sponsor and institutional regulations, policies, and guidelines. • Understands university financial management systems. • Understands applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, et cetera. • Able to work with computer and information management systems and to learn new interfaces, programs and systems. • Exercises discretion and manages confidential information effectively. 	<ul style="list-style-type: none"> • Independent judgment and strong organization, negotiation and communication skills and customer service focus across broad and diverse subject areas. • Demonstrated knowledge of generally accepted accounting, fiscal and reporting principles. • Maintains current knowledge of compliance regulations. • Has thorough understanding of research administration guidelines of Federal and non-Federal sponsors supporting research and educational activities in a university environment. • Ability to manage significant volume of transactions. • Ability to perform complex financial analysis and customized reporting. • Thoroughly knowledgeable in applicable compliance requirements • Demonstrates ability to learn and work with advanced computer and information management systems. • Exercises discretion and manages confidential information effectively. • Able to delegate effectively. 	<ul style="list-style-type: none"> • Possesses expert knowledge of pertinent federal and non-profit sponsor regulations including OMB Circulars, the NSF and PHS Grants Policy Statements, Federal Acquisition Regulation, patent and copyright law, and cost-accounting standards. • Has a broad understanding of the institutional and sponsor policies related to research administration. • Has experience with all types of award mechanisms, including grants, contracts, subcontracts, cooperative agreements. • Possesses expert knowledge of current federal, state and non-profit sponsor regulations, policies, requirements, procedures etc. • Leads and mentors less experienced analysts. • Able to interpret policy and make recommendations for others. • Exercises independent judgment and strong organization, negotiation and communication skills and customer service focus. • Has broad and expert knowledge of advanced computer and information management systems. Able to learn new interfaces, programs and systems. • Exercises discretion and manages confidential information effectively.