

Class Code:	5040
Occ. Area:	01
Work Area:	000
Prob. Period:	12 mo.
Prom. Line:	None
Effective Date	10/01/16

GRANTS AND CONTRACTS ASSOCIATE

Function of Job

Under administrative direction, employees allocated to this classification perform activities related to the complete lifecycle of sponsored program administration. Typical activities include the identification of funding sources, proposal drafting and submission, contract negotiation, sub-award issuance, pre-award and post-award administration (both financial and non-financial) of grants, awards and contracts that provide support for research, curriculum development, outreach, and/or service work.

Characteristic Duties and Responsibilities

A Grants and Contracts Associate typically:

1. supports or oversees the administration of grants, contracts, and subcontracts; interprets and provides guidance regarding sponsor policies and regulations; contributes to the development, implementation, and analysis of policies, procedures, programs, objectives, and long-range planning related to research and sponsored programs; performs high-level research and provides reports and detailed analyses for administrative use;
2. researches and identifies potential funding sources through various means and guides faculty and staff toward funding opportunities that match their needs;
3. prepares and negotiates grant awards, contracts, and subcontracts in conjunction with faculty and/or researchers; collaborates with staff and key stakeholders to resolve issues related to sponsored grants and contracts;
4. participates in the prioritization of internal grants based on merit, grant application planning processes, reviewing funding opportunity announcements, application instructions, grants submission documents, grant funding availabilities, budgets and allowable costs and/or other criteria;
5. serves as primary liaison between external agencies and responsible units to ensure all information is correct and in compliance with university/agency, federal, state, and sponsor regulations governing grants and contracts; responds to audit requests that pertain to the grant;
6. monitors, maintains and/or approves the financial status and program performance of the grant project; forecasts cash requirements, cash flow, and spending rates; monitors, prepares and/or directs the preparation of the fiscal reports;
7. ensures all contractual requirements have been met; reviews, edits, and approves fiscal portions for the awards; completes the closeout requirements including a review of the final financial and technical reports;

8. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in business administration, accounting, finance, economics or a field related to the position.
2. Additional knowledge, education, training and/or sponsored project experience in the area of specialization inherent to the position may be required.

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

1. Knowledge of, or the ability to learn federal, state and funding agencies policies, procedures, laws, regulations, and codes applicable to the administration of grants and contracts.
2. Knowledge of, or the ability to learn, University policies and procedures.
3. Knowledge of principles and processes involved in contractual and grant monitoring procedures.
4. Knowledge of computers; word processing, spreadsheets, and database management.
5. Ability to negotiate and persuade; reconcile differences; persuade others to change their minds or behavior.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to work effectively with wide range of constituencies in a diverse community; strong interpersonal and communication skills.
8. Ability to provide technical advice and information to faculty and staff in area of expertise.
9. Ability to perform complex tasks and to prioritize multiple projects.
10. Ability to motivate, develop, and direct people as they work, identifying the best people for the job.
11. Ability to analyze data and formulate conclusions.
12. Ability to function in a high stress environment in order to meet deadlines.
13. Ability to take initiative; willingness to take on responsibilities and challenges; exercise independent judgment and discretion.