

The University of Vermont
POSITION DESCRIPTION FORM
 (Use for drafting Position Description only)

POSITION INFORMATION

Submit position description information directly on [PeopleAdmin](#) for all position actions for classified staff.

Position Number:	New
Classification Title: (Link to Job Standards)	Administrative Professional
Business Title:	Unit Pre-Award Administrator
Department:	Sponsored Project Administration (SPA)
Supervisor Name:	Julie Macy
Supervisor Position Number:	002667
Name of Employee in Position:	vacant

BASIC FUNCTION: Briefly describe the position's purpose and main function.	Conduct pre-award sponsored research activities required for the submission, and acceptance of sponsored activities in assigned departments. Provide assistance to principal investigators (PIs) for tasks related to submission of sponsored proposals and award administration. Partner with SPA's Research Administrators (RAs) to interpret sponsor regulations and University policies for PIs and serve as primary information resource for college research administration procedures. Partner with RAs to deliver and lead training initiatives. Participate in on-boarding PIs with respect to their roles and responsibilities in managing sponsored projects.
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ESSENTIAL FUNCTIONS: Describe each major function and indicate the percentage of effort each function represents (maximum 25% for each) to total 100%.	<p><u>(20%) Proposal Development and Review:</u></p> <ul style="list-style-type: none"> ✓ Assist with monitoring funding announcements and promote relevant opportunities, initiate application submission process with PI. ✓ Determine and ensure PI eligibility status for submission package. ✓ Create accounts, maintain, and learn appropriate electronic research administration (ERA) systems within UVM and sponsor sites as appropriate for proposal submission and award administration. ✓ Track and communicate proposal plans, deadlines, and requests for proposals, as needed; partner with PIs to interpret guidelines or resolve issues. ✓ Identify and obtain from the sponsoring agency specified guidelines, for example: target amounts, start date and performance period, and budgetary specifications. ✓ Analyze data to provide in proposals, such as bio sketches, effort commitment and assemble as needed. ✓ Draft and maintain standard documents for PIs like other support pages, resources and respond to or route communication. ✓ Serve as representative in the preparation of grant and contract proposals, review sponsor policies and college and University policy and guidelines for compliance. ✓ Request and collect relevant subaward documents (i.e. statement of work, Institution letter of intent/subcontract form and budgets and justification) from each sub-recipient. Provide initial review and confirmation of appropriate subaward documents. ✓ Prepare proposal budgets of varying complexities, coordinate aspects of university annual budget process and salary recovery, working with College administration, in accordance with College procedures. ✓ Obtain appropriate cost sharing fund availability, specified target amounts and performance and budgetary specifications. Determine cost-sharing requirement and calculate appropriate amount of PI proposed cost-sharing. ✓ Determine and communicate to PIs proposal budget and potential implications. <p><u>(15%) Proposal Submission:</u></p> <ul style="list-style-type: none"> ✓ Review routine and complex proposals to ensure submission package policies, procedures and compliance are met; if University terms are not met refer to appropriate RA.
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- ✓ Serve as liaison related to proposals and submittal processes; ensure internal review process has been completed.
- ✓ Maintain up-to-date database and documentation of proposal correspondence and all relevant documents.
- ✓ Ensure timely submission of proposals.
- ✓ Provide coverage for other college unit administrators as needed for timely proposal submission.

(15%) Award Administration:

- ✓ Assistance with submission of post-proposal materials such as just-in-time (JIT) and revision of budgets and/or scopes of work, any requirement of the sponsor for potential funding.
- ✓ Maintain ongoing communications regarding grant/contract administration with the PI, unit administrators, and college administration.
- ✓ Work with department leadership and/or PI to allocate academic year or summer effort to an award.
- ✓ With acceptance of potential award, assist College administration in assessing the financial risk associated with need for an advance account.
- ✓ Submit advance account requests for new awards and supplements, as needed.
- ✓ Collaborate with principal investigators and RA to draft and submit communications to sponsors.

(15%) Award Acceptance and Setup:

- ✓ Coordinate award acceptance and setup process of new awards and supplements with Award Officers and PI.
- ✓ Compare award document with funding proposal to ensure accuracy of performance periods, direct budgets, cost share budgets, effort commitments and award set up.
- ✓ Complete data collection form in collaboration with PI and cross-campus colleagues.
- ✓ Communicate and resolve any outstanding issues in collaboration with the PI and/or cross-campus departments.
- ✓ Review sponsor regulations as outlined in award documents and coordinate with PIs to ensure compliance with sponsor specific terms and conditions.

(15%) Customer Service and Outreach:

- ✓ In collaboration with grant lifecycle team colleagues, develop and maintain education materials in departmental proposal preparation, submission and departmental award administration, acceptance and setup.
- ✓ In collaboration with college provide education and support to principal investigators and colleagues.
- ✓ Research issues as it relates to proposal development and submission and award administration and facilitate resolution within the University research community and sponsor agencies.

(5%) Subject Matter Expertise:

- ✓ Act as a subject matter expert for assigned areas, such as proposal preparation, review and submission, and award administration. Recommend, document, and implement business process changes.
- ✓ Provide training on subject matter to SPA staff members and University research community.

(5%) Organization Improvement Activities:

- ✓ Problem solve in a team setting to improve performance on organizational goals. Participate

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	<p>in the implementation of agreed upon steps toward achieving goals.</p> <p><u>(5%) Project Management:</u></p> <p>✓ Manage a variety of special projects, using a team-based and collaborative approach and with oversight from a member of the SPA leadership in collaboration with assigned colleges. Projects will range in scale and duration from documenting SPA/Department/Unit business process enhancements to leading a team of colleagues in designing and testing departmental workflow changes.</p> <p><u>(5%) Professional Development:</u></p> <p>✓ Define a development plan with management. Attend and apply appropriate courses, seminars, and independent learning to accomplish the essential duties of this position.</p>
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ADMINISTRATIVE SUPERVISION: Include number of exempt/non-exempt employees <i>administratively</i> supervised- (authority for all personnel actions, hire, fire performance appraisal, set salary, corrective discipline).	
FUNCTIONAL SUPERVISION: Include number of exempt/non-exempt employees <i>functionally</i> supervised- (assign/review work, participate in interviews, input on performance appraisals).	
PHYSICAL DEMANDS & WORK CONDITIONS: Does this job involve significant physical demands such as lifting, carrying, standing, climbing, crawling/kneeling, repetitive motions and/or exposure to unusual working conditions (confined space, animals, heights, infectious diseases, danger, or exposure to inclement weather)?	
MARGINAL FUNCTIONS:	

MINIMUM QUALIFICATIONS: Describe the minimum job requirements: formal education/training and years of experience, certificates, licenses and knowledge, skills, and abilities.	<p>Education and work experience: Bachelor’s Degree Relevant Work Experience 2-4 years</p> <p>Competencies: Working knowledge of contracts and grants transactions and applicable financial systems, as well as related policy requirements.</p> <p>Demonstrated working knowledge of applicable federal, state, local, sponsor, and institutional regulations, policies, and guidelines.</p> <p>Ability to work independently and as a team member, research and resolve problems, meet deadlines, and follow through on assignments with minimal direction.</p> <p>Independent judgment and strong organization and communication skills and customer service focus across broad and diverse subject areas.</p>
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	<p>Accounting and budgeting skills in managing complex financial accounts and funds, as well as knowledge of generally accepted accounting, fiscal, and reporting principles.</p> <p>Ability to manage significant volume of transactions.</p> <p>Desirable: Thorough knowledge in applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, et cetera. (if applicable)</p> <p>3 years demonstrated experience in research contract and grant management.</p> <p>Certified Research Administration (CRA) designation</p>
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