

Summary			
JOB DESCRIPTION NO: <b>321803</b>	VERSION: <b>1</b>	PREVIOUS JD NO:	POSITION CONTROL NO:
DEPARTMENT: <b>VC-ACADEMIC AFFAIRS</b>	UNIT CODE: <b>000117</b>	VC AREA: <b>ACADEMIC AFF</b>	
INCUMBENT NAME: <b>Master Jd Template</b>	PHONE:	INCUMBENT EMAIL:	WORK LOCATION: <b>Main Campus</b>
PAYROLL TITLE: <b>RSCH ADM 3</b>	TITLE CODE: <b>6206</b>	SALARY GRADE: <b>CT 21</b>	HEERA: <b>All Others, not Confidential</b>
BACKGROUND CHECK REQD? <b>Yes</b>	C.O.I. DISCLOSURE REQD? <b>No</b>	PHYSICAL REQD? <b>No</b>	
SUPERVISOR NAME:	PHONE:	SUPERVISOR EMAIL:	SUPERVISOR TITLE:

### Overview

WORKING TITLE  
**Research Administrator 3 (100%)**

DEPARTMENT OVERVIEW

This job description functions as a template tool for units in the EVC Area for positions in the functional area of sponsored research/research administration.

POSITION OVERVIEW

This is a professional position at the experienced level of the Research Administrator Series. The incumbent is an experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions.

Uses skills as a seasoned, experienced research administrator to independently develop and / or oversee research proposals, awards and / or transactions related to contract and grant management and maintains contract and grant records in compliance with institutional research sponsor policies. Works on proposals and awards of diverse scope where analysis of data requires thorough understanding of complex regulations. Completes and approves transactions for signature by manager or other authorized institutional official. Works on complex proposals and awards that may involve multiple investigators and / or multiple sub awards. Guides less experienced staff. Typically works on complex proposals such as grants / contracts which require task budgets, option years, multiple investigators and multiple sub awards.

Incumbent provides 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.

Complexity is define as follows: Type of Proposals - Highly complex proposals involving one or more of the following: multiple departments; multiple institutions (subawards); significant institutional cost-sharing; institutional commitment proposals; responsive to award agency proposal requirements (RFP, RFA, PA); numerous integrated projects; Program Project or Center applications; training grant applications; and Contracts; extensive variety of agencies and extensive number of awarding entities; significant and unique reporting requirements; significant equipment acquisition or fabrication; performance milestones. Total proposals will usually be in excess of \$8 million (direct cost) annually. Type of Awards - Funds managed will be for awards received as a result of submission of proposals described above. Type of Self-Supporting Activities - The self-supporting activities and research recharge operations are large and complex in nature (income > \$500K). Contributions to Development of Policies and Procedures - Provide team leadership in the development of policies and procedures; approve or recommend for approval changes

Resources to be managed will be determined by each department reflecting the quantitative measures in the Classification Matrix for Sponsored Research Administrators.

The incumbent will perform Fund Management duties as outlined below:

# of Proposals Submitted:

\$ Amount of Proposals Submitted:

% of Proposal Types (Examples: Unsolicited, RFA, Center, Training Grant, Clinical, Contracts, Cost-sharing):

# of Awards Managed:

\$ Amount of Awards Managed (separate direct and indirect costs):

% of Award Types (Examples: Standard, Subaward, Cost-Sharing, Program Project, Center Grant, Training Grant, Contracts):

Post award reporting complexity:

# of PI's supported:

Additional complexity/workload responsibilities (see examples in guideline document):

EDUCATION AND EXPERIENCE

Bachelor's degree in related area and / or equivalent experience / training.

SPECIAL CONDITIONS

Job offer is contingent upon satisfactory clearance based on Background Check results

LICENSES AND CERTIFICATIONS

EMPLOYEES DIRECTLY SUPERVISED

EMPLOYEES SUPERVISED THROUGH OTHERS

**Areas of Responsibility**

AREA OF RESPONSIBILITY

TOTAL PERCENT

**I. Research Administration**

**40%**

Provides guidance and counsel on complex research administration matters, including compliance regulations, to principal investigators and department administrators. Seeks information to maintain current knowledge on compliance regulations in all areas of research administration. Independently provides summation of data from campus reporting systems (i.e, effort reporting). Provides guidance regarding sponsored projects administration to Department Administrators and PIs. Clarify issues regarding intellectual property such as sub-award relationships with foreign entities, and ownership of research and having proper signature authority by the sub awardee. Review of rare research issues (such as interpretation of ITAR and implications, fee structure/distribution of foreign visitor costs, and high profile research collaborations.) Resolves complex issues regarding cost share commitments. Resolves outstanding deficits and recommending compliant solutions to PIs. Seeks exceptions to procedure or policy at the Division or Campus level when necessary.

Percent  
**20%**

Essential  
**Yes**

Dept Role (DR): Organizes, plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments and privately funded projects for faculty research programs. Maintain excellent rapport with the principal investigators; be responsive to request for information and assistance from PIs and other involved campus departments as well as awarding agency program and administrative representatives. Provides team leadership in the development of policies and procedures; solicits recommendations from within and outside of the administrative unit to improve the structure and functions of the administrative unit as well as the relationship(s) between the administrative unit and other units; composes recommendations for improvements to policies and procedures and presents recommendations to supervisor. Plan and develop procedures to ensure that special conditions such as cost sharing contributions, participant costs, funding for undergraduate or graduate training, etc. are tracked properly to comply with CAS, FDP, UC, Federal and Agency requirements. Ensures complete and accurate collection of research management administration data at all stages of the contract and grant life cycle. Communicates directly with central units to achieve a solution to problematic issues which arise for example, incorrect program codes, foreign exchange invoicing and reporting, multi-location appointments, sub-awards issued from research gift money, business contracts and consultants.

Percent  
**20%**

Essential  
**Yes**

(CR): Applies contracts and grants concepts to review complex grant or contract proposals and obtain / verify necessary compliance approvals, and recommend / negotiate needed changes to proposals with PIs and / or department administrators. Departments may not use CR standards. Must be 0% and non-essential.

Percent  
**0%**

Essential  
**Yes**

(CR): Previews pre-award update information requested by sponsor representatives before issue of awards and submission.

Percent  
**0%**

Essential  
**No**

	(CR): Develops professional relationships with sponsor representatives. Delivers specialized training for education workshops in the area of research administration.	Percent <b>0%</b>	Essential <b>No</b>
	(CR): Authorizes establishment of complex contract and grant fund accounts with approval of other analysts, director or other authorized institutional official.	Percent <b>0%</b>	Essential <b>No</b>
	(CR): Reviews and approves or rejects requested fund advance setups or research account updates.	Percent <b>0%</b>	Essential <b>No</b>
	(CR): Negotiates terms and conditions of complex research agreements and awards from various sponsors.	Percent <b>0%</b>	Essential <b>No</b>
AREA OF RESPONSIBILITY <b>II. Contracts and Grants Management - Pre Award</b>			TOTAL PERCENT <b>15%</b>
	Coordinates proposal submissions. Serves as the primary faculty liaison, assists multiple Principal Investigators (PI) with the development of complex contract and grant proposals. Prepares support documents as required by proposal guidelines and coordinates proposal submissions with Office of Contracts & Grants (OCGA). The Research Administrator (RSA) oversees the process from submission through negotiation of the final award. RSA will work with more complex proposals which involve multiple investigators and/or multiple institutions and subawards.	Percent <b>10%</b>	Essential <b>Yes</b>
	(DR): Prepares complex proposal budgets and support documents that are required by proposal guidelines.	Percent <b>5%</b>	Essential <b>Yes</b>
AREA OF RESPONSIBILITY <b>III. Contracts and Grants Management - Post Award</b>			TOTAL PERCENT <b>38%</b>
	Provides post-award financial administration and management for research funds in accordance with organization policy and agency requirements. Independently identifies and analyzes new project requirements, communicates and manage the strategy for complying with regulations unique to a specific contract or grant. Post award sub-recipient monitoring and administration. Prepares the close-out activities including: final projection, subcontracts, personnel, and recurring expenses. In conjunction with faculty/PI submits NCE request via OCGA as necessary and initiates fund changes or expense transfers. Finally, completes FER closeout report and monitors Financiallink until all chart of accounts are inactivated.	Percent <b>10%</b>	Essential <b>Yes</b>
	Coordinates and implements budget allocations, conceives of and maintains chart of accounts or other data management tools, and related business processes. Prepares journal entries, maintains and reconciles ledger accounts. Participates in gathering data from the general ledger for the collection of information for UBIT, preparing summary schedules, and either answering questions from departments or coordinating getting answers.	Percent <b>10%</b>	Essential <b>Yes</b>
	Applies professional knowledge / experience to prepare, review and / or approve financial transactions. Independently monitors and ensures allowability for financial transactions, expenditures, reconciles funds, identifies and resolves discrepancies and retains all necessary back up documentation. Processes non-competing continuations, supplements, sub-award requests and other award/agreement amendments. Manages multi- institution sub awards. Tracks and ensures compliance with cost sharing commitments.	Percent <b>10%</b>	Essential <b>Yes</b>
	Independently gathers information as needed to perform financial analysis. Applies professional concepts to provide monthly financial reports, projections, analyze spending and recommend adjustments.	Percent <b>5%</b>	Essential <b>Yes</b>
	Assists in support of audits as directed by senior staff. Prepares complex ad hoc non-technical statistical reports as needed.	Percent <b>3%</b>	Essential <b>Yes</b>
AREA OF RESPONSIBILITY <b>IV. Other areas of responsibility outside Research Admin</b>			TOTAL PERCENT <b>7%</b>
	Include language about other responsibilities outside of Research Administration that are not already described in the above sections. The % time outside of the CT standards may not exceed 49%.	Percent <b>7%</b>	Essential <b>Yes</b>

Knowledge, Skills and Abilities		
	DESCRIPTION	IMPORTANCE
A	Thorough understanding of research administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment.	Required
B	Thorough knowledge of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, etc.	Required
C	Ability to manage significant volume of transactions.	Required
D	Ability to perform complex financial analysis and customized reporting.	Required
E	Demonstrated competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports.	Required
F	Ability to maintain independent judgment; strong organization and communication skills; and a customer service focus across broad and diverse subject areas.	Required
G	Maintains current knowledge of compliance regulations in all areas of research administration.	Required
H	Demonstrated knowledge of generally accepted accounting, fiscal and reporting principles.	Required
I	Demonstrated effective interpersonal skills to interact with diverse individuals and groups.	Required
J	Knowledgeable about Federal Acquisition Regulation, Code of Federal Regulations, sponsor-specific policies,	Required

	intellectual property policy, conflict of interest requirements, publication rights, application of indirect cost rates and other complex concepts in research administration.	
K	Requires thorough knowledge in OMB circulars such as Universal Guidance, A-21, A110 and principles of cost accounting standards, including allowability, allocability, and reasonableness, state, local, sponsor and institutional regulations, policies, and guidelines.	Required
L	Ability to work in a fast paced environment with overlapping deadlines and short lead times and maintain a high level of attention to detail, and ability to work with a high degree of accuracy.	Required
M	Proficiency working with computer and information management systems.	Required
N	Experienced with all types of award mechanisms, including grants, contracts, subcontracts, cooperative agreements.	Required
O	Proficiency in utilizing Financiallink reports, queries, and use pivot tables or similar experience using other financial reporting tools.	Required
P	Stays current on compliance regulations in all areas of research administration.	Required

**Environment**

**PHYSICAL ACTIVITIES**

Standing: Occasionally	Crawling: Rarely	Bending: Rarely	Walking: Occasionally
Climbing: Rarely	Kneeling: Rarely	Sitting: Frequently	Reaching: Occasionally
Balancing: Occasionally	Seeing: Constantly	Keying: Frequently	Feeling: Occasionally
Talking: Frequently	Hearing: Constantly	Handling: Occasionally	Lifting 0-20 lb: Occasionally
Lifting 20-50 lb: Rarely	Lifting 50+ lb: Never	Carrying 0-20 lb: Occasionally	Carrying 20-50 lb: Rarely
Carrying 50+ lb: Never	Pushing 0-20 lb: Occasionally	Pushing 20-50 lb: Rarely	Pushing 50+ lb: Never

**MENTAL ACTIVITIES**

Reading: Constantly	Writing: Frequently	Calculating: Frequently
Communicating Orally: Frequently	Reasoning: Frequently	Analyzing: Frequently

**ENVIRONMENTAL CONDITIONS**

Confined Areas: Never	Exposed to Weather: Never	Noise Exposure: Never
Vibrations: Never	Extreme Temperatures: Never	Potential Hazards: Rarely
Fumes/Odors/Mists/Dusts: Rarely	Potential Allegenics: Rarely	Work Inside: Constantly
Work Outside: Never	Other:	

**Signatures for Printed Copy**

A. SAFETY

Based on Labor Code Section 6401.7 it is expected that all employees know and practice all appropriate safety methods and procedures.

B. PAYMENT OF OVERTIME

If this position is designated as eligible for premium overtime and is not subject to any collective bargaining agreement, overtime may be paid by either compensatory time off or cash at the option of the department, unless agreement to this effect is not reached, in which case pay shall be provided.

EMPLOYEE'S SIGNATURE

I certify that the above description is correct, complete and describes my job as I understand it.  
I have read both the Safety and Overtime Payment statements.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUPERVISOR'S / DEPARTMENT HEAD'S SIGNATURES

I have reviewed the job description and the above statements and certify to their accuracy.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_