

Summary			
JOB DESCRIPTION NO: <b>321802</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 2</b>	TITLE CODE: <b>6205</b>	SALARY GRADE: <b>CT 20</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 2 (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 intermediate level, fully operational level of the Research Administrator series. The incumbent applies acquired job skills, policies, and procedures to complete substantive assignments / projects / tasks of moderate scope and complexity; exercises judgment within defined guidelines and practices to determine appropriate action.

Under general supervision, develops and / or oversees research proposals, awards and / or transactions related to contract and grant management and maintains contract and grant records in compliance with institutional and research sponsor policies. Works on proposals of moderate scope such as single investigator NSF proposals where analysis of financial information or reports requires review of a variety of factors (e.g. budgets, salaries, expenses, etc). Receives assignments on project basis and fully analyzes problems, gathers data and information, and recommends solutions. May be eligible for delegated signature authority. Completes and approves transactions for signature by manager or other authorized institutional official.

The incumbent will be providing moderate 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.

The complexity of the proposals and awards is defined as follows: Type of Proposals - Unsolicited proposals; some RFA, RFP, or PA responding proposals; <25% subaward proposals, <25% institutional commitment proposals; moderate variety of agencies; Type of Awards - Regular research awards; <25% subawards; <25% cost sharing; moderate number of awarding entities. Type of Self-Supporting Activities - Research recharge operations (income < \$500K/year; training grants). Contributions to Development of Policies and Procedures - Provides data gathering and analysis to the development of policies and procedures.

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

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**

**35%**

<p>Dept Role (DR): Under general supervision, organizes, plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments and privately funded projects for faculty research programs. Serves as the primary faculty liaison, assists Principal Investigators (PI) with the development of contract and grant proposals including proposal budgets. Prepares support documents as required by proposal guidelines and coordinates proposal submissions with Office of Contracts &amp; Grant (OCGA). The Research Administrator (RSA) oversees the process from submission through negotiation of the final award. RSA will primarily submit standard, single investigator, single institution proposals. This is to ensure complete and accurate collection of research administration at all stages of the contract and grant life cycle.</p>	<p>Percent <b>20%</b></p>	<p>Essential <b>Yes</b></p>
<p>(DR): Advises department administrators on compliance regulations. Seeks information to maintain current knowledge on compliance regulations in all areas of research administration. 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. Serves as the liaison to faculty/PI for the campus Reporting Systems (i.e. ECERT).</p>	<p>Percent <b>15%</b></p>	<p>Essential <b>Yes</b></p>
<p>Central Role (CR): Under general supervision, works with other analysts in negotiation of terms and conditions of research agreements and awards from various sponsors. Departments may not use CR standards. Must be 0% and non-essential.</p>	<p>Percent <b>0%</b></p>	<p>Essential <b>No</b></p>
<p>(CR): Develops professional relationships with sponsor representatives.</p>	<p>Percent <b>0%</b></p>	<p>Essential <b>No</b></p>
<p>(CR): Under general supervision, provides advice and counsel regarding sponsored projects administration to department administrators and PIs.</p>	<p>Percent <b>0%</b></p>	<p>Essential <b>No</b></p>
<p>(CR): In compliance with institutional and sponsor policies, establishes mandated recordkeeping.</p>	<p>Percent <b>0%</b></p>	<p>Essential <b>No</b></p>
<p>(CR): Applies professional concepts to authorize establishment of contract and grant fund accounts with approval of other analysts or director.</p>	<p>Percent <b>0%</b></p>	<p>Essential <b>No</b></p>

AREA OF RESPONSIBILITY

TOTAL PERCENT

**II. Contracts and Grants Management - Pre and Post Award**

**48%**

<p>(DR): Analyzes transactions, expenditures, identifies and resolves discrepancies, financial and inventory reports. Prepares proposal budgets and support documents that are required by proposal guidelines. Monitors and ensures allowabilty for financial transactions, expenditures, reconciles funds, identifies and resolves discrepancies, develops financial reports and retains all necessary back up documentation. Tracks and ensures compliance with cost sharing commitments.</p>	<p>Percent <b>15%</b></p>	<p>Essential <b>Yes</b></p>
<p>(DR): Applies professional concepts to provide projections, analyze spending and recommend adjustments. Prepares basic statistical reports upon request.</p>	<p>Percent <b>15%</b></p>	<p>Essential <b>Yes</b></p>
<p>(DR): Under general supervision, provides post-award financial administration and management for</p>	<p>Percent</p>	<p>Essential</p>

research funds in accordance with organization policy and agency requirements. Limited subrecipient monitoring and administration. Provides standard financial reports and projections. prepares the close-out activities including: final projection, subcontracts, personnel, and recurring expenses. In conjunction with faculty/PI and Team Lead guidance, submits NCE request via OCGA as necessary. Initiates fund changes or expense transfers. Finally, completes FER closeout report and monitors Financiallink until all chart of accounts are inactivated.	10%	Yes
Develops and / or oversees non-competing continuations, supplements and other award / agreement amendments.	Percent 5%	Essential Yes
(DR): Assists in support of audit as directed by senior staff.	Percent 3%	Essential Yes
AREA OF RESPONSIBILITY <b>III. Other areas of responsibility outside Research Admin</b>		TOTAL PERCENT <b>17%</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 17%	Essential Yes

### Knowledge, Skills and Abilities

	DESCRIPTION	IMPORTANCE
A	Knowledge of applicable federal, state, local, sponsor and institutional regulations, policies, and guidelines.	Required
B	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 a high volume of transactions.	Required
D	Ability to perform moderately 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; communication skills; and a customer service focus.	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	Effective problem solving skills.	Required
J	Demonstrated effective interpersonal skills to interact with diverse individuals and groups.	Required
K	Familiarity with OMB circulars such as Uniform 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	Experience working with computer and information management systems.	Required
N	Familiarity with common sponsored award mechanisms.	Required
O	Familiarity in utilizing Financiallink reports or similar experience using other financial reporting tools.	Required
P	Experience working in a university environment.	Preferred

### Environment

#### PHYSICAL ACTIVITIES

Standing: Occasionally	Crawling: Rarely	Bending: Rarely	Walking: Occasionally
Climbing: Never	Kneeling: Never	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: \_\_\_\_\_