What We Do

Contracts and Grants Analysts

Proposal Processing

Analysts on the proposal teams work to make sure that the proposals submitted by UC Davis researchers are approved in a timely manner and reach sponsors prior to submission deadline. This often means working under high-pressure deadlines, with a high volume of submissions. To increase the competitiveness of each proposal, these analysts also work to ensure that each proposal meets sponsor and UC institutional requirements. This review and approval process includes items such as completion of sponsor required legal attestations, budget review (including justification of expenses in compliance with federal and University guidelines), confirmation of Principal Investigator (PI) eligibility, indirect cost rate analysis, human subjects and vertebrate animals compliance, and subcontracting of project tasks to an external entity.

When reviewing proposals, the analysts on proposal teams also study the sponsors' terms and conditions to identify any areas where the terms or conditions may not meet the mission or regulations of the University. These may include unusual intellectual property related terms or restrictions, citizenship restrictions, or other sponsor terms requiring negotiation or notation in the proposal cover page. If necessary, proposal analysts work in consultation with the Sponsored Programs Executive Director, UC Davis Innovation*Access*, or the UC Office of the President to identify and resolve the issue(s). In some cases, they secure PI concurrence to allow the proposal to be submitted on time.

Proposal analysts also work with PIs and department staff to process post-proposal transactions, such as budget modifications and sponsor "Just-In-Time" information requests. Being a proposal analyst means working in a dynamic environment where you use your experience and customer service skills to help UC Davis researchers submit competitive proposals to fund world-renowned research and other projects.

Awards Processing

Sponsored Programs is the authorized institutional representative for accepting, on behalf of the Regents, extramural funds supporting research at the Davis campus of the University of California. In this role, the office is responsible for ensuring that extramural funding coming to UC Davis helps to fulfill the UC and UC Davis missions. The analysts on the awards teams must work to bring in the maximum number of extramural dollars while preserving the rights of The Regents, University, and researchers. Awards analysts review terms and conditions of each funding agreement to ensure conformity and compliance with the mission or regulations of the University. They then negotiate any nonconforming term or condition with the Sponsor with the aim of reaching an acceptable agreement.

In addition to reviewing and negotiating awards, these analysts also process post-award transactions, such as no-cost time extensions and budget modifications. This work allows researchers at UC Davis to adapt to changing needs in their research. Processing these transactions requires a thorough review of each award's terms and conditions to determine when and what changes are allowed, as well as the proper procedure for requesting the change. Awards analysts are also responsible for issuing subawards to other businesses and institutions, writing service agreements for non-research related contracts, and negotiating and executing research-related non-disclosure agreements. These multi-faceted positions require an in-depth understanding of University policy, trained negotiation skills, and the ability to maintain the highest level of customer service in a dynamic environment.