

Position Summary

Employee Details

Employee First Name:

Employee Last Name:

Employee ID:

Classification

Payroll Title: ANALYST II

Payroll Title Code: 7235

Job Group: B08

Overtime Eligible:
(FLSA) Non-Exempt

Employee Relations Unit:
(Bargaining Unit) 99

Representation: Uncovered

Salary Grade: 2

Position Description

Position Number:
(Assigned when added to Library) 02018017

Dept: OVCR - SPONSORED PROGRAMS - 061821

Position: CLOSEOUT ANALYST

HEERA/Union Representation: This position is not represented by a collective bargaining unit

IMMEDIATE SUPERVISOR

Supervisor Name: Joe Garrido, Award Team Leader

Supervisor Payroll Title: Analyst V - Supervisor

Supervisor Phone Number: 530-754-7982

POSITION DETAILS

Job Summary: Under general supervision of Executive Director and Associate Directors, the Contracts and Grants Analyst - Sponsored Programs assumes full responsibility of the close-out process for all awards received by University of California, Davis, Schools, and Colleges. Manages, in real time, a comprehensive inventory of UC Davis' close-out obligations tied to awards valued annually at approximately \$700 million dollars.

Work independently with Campus researchers including faculty, postdocs, staff, and federation members who receive extramural research funding, as well as with their departmental support staff to monitor campus close-out

obligations. Provide sponsor specific directions and facilitate completion of all compliance requirements for timely close out of supported research projects.

Responsible for working directly with the sponsors of extramurally funded support (e.g., Federal, State, and other entities) to ensure all sponsor specific close-out requirements (financial reports, technical reports, intellectual property reports, and disposition of equipment reports) are identified and met and all close-out documents are accurately prepared, and timely filed.

Campus Job Scope:

The University of California Davis receives in excess of \$700 Million dollars from external sponsors each fiscal year in support of research-related activities. These awards must be properly "closed out" upon expiration of the performance period, in order for the campus to remain compliant with many sponsor funding conditions.

Department Specific Job Scope:

"Close-out" is the process of ensuring that all applicable administrative actions and all required work associated with an award have been completed by the grantee.

Positions Supervised:

NA

Essential Responsibilities:

75% Close-Out

Thoroughly research, award (contract & grant) analysis, & sponsor interactions, identify legal requirements for satisfactory close-out of individual awards.

Examine campus close-out reports for completion & submit satisfactory reports to sponsors in a timely manner.

Apply knowledge of evolving regulatory compliance rules and procedures for close-out actions, especially from various federal sponsors.

Elevate close-out compliance deficits to the Executive Director, and, in conjunction with the Executive Director, work with department chairs & faculty to resolve said deficits.

Serve as liaison between sponsor and researchers at close-out stage of each extramurally funded project.

Receive/process close-out requests from Sponsored Programs Office (SPO) staff & sponsors.

Regularly examine numerous sponsor (Federal and State) websites in order to isolate & act on campus-specific overdue close-out requests.

Compare SPO comprehensive close-out inventory against department ad hoc lists to identify gaps in compliance, and work with department to resolve such gaps.

Document close-out activities in SPO files & databases.

Customize required close-out reports as a service to campus researchers.

Verify final financial reports submitted by Extramural Accounting.

Manage archive close-out documents in compliance with campus & sponsor retention policies. Archive may include off-site storage, but should be managed, classified & logged in such a way that individual documents can be easily retrieved in the case of an audit or dispute.

10% Proposals

As a back-up to SPO's Proposal Analyst Team, review proposals and related documents of standard to moderate complexity for compliance with sponsor and University requirements, policies, and procedures. Review includes but is not limited to, budget, use of human subjects and/or vertebrate animals and certification or assurance of institutional compliance with various State and Federal regulations. Identify issues of potential conflict needing negotiation, such as ownership and disposition of intellectual property

rights. Provide guidance and assist department administrators with preparation of proposal application ensuring adherence to sponsor and University policies. Assist faculty/department representatives in electronic submission of proposals to internal UC systems and external sponsor systems. Exercise delegated authority to approve proposals.

5% Awards

As a back-up to SPO's Award Analyst Team, review and process award and award related documents of standard to moderate complexity for compliance with sponsor and University requirements, policies, and procedures. Negotiate terms and conditions that are acceptable to both sponsor and University as necessary for awards of standard to moderate complexity. Negotiation at this level involves obtaining factual clarifications and negotiating preferred terms and conditions. Provide guidance and assistance to faculty/departmental administrators in understanding University and OR policies and interpreting sponsor policy, seeking clarification as needed.

5% Post Award

As a back-up to SPO's Award Analyst Team, work closely with faculty and departmental personnel to resolve administrative post award issues on contracts and grants of standard to moderate complexity. Generate subcontracts, amendments and multiple campus awards under such awards, incorporating appropriate terms and conditions consistent with the scope of work plan, acceptable to the PI, and meeting the requirements of the University, prime sponsor, and sub-recipient. Interpret sponsor guidelines, policies and regulations and ensure proper retention and timely disposition of project files.

5% Other

Serve as back up as needed to similar level Contract and Grant Analysts within the Office of Sponsored Programs. Assist with special projects as assigned.

Physical Demands:

Work occasional overtime evenings and weekends to meet operational needs and deadlines.

Work Environment:

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check Required:

This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.

No

QUALIFICATIONS

Minimum Qualifications:

Knowledge and experience in research administration including review and submission of proposals for contracts and grants, and preparation and review of research agreements in a higher education institution.

Operational level knowledge of multiple sponsor's terms and conditions to interpret, communicate and apply complex sponsor requirements of various

sponsor's, federal, state, and University guidelines, policies, and procedures governing research including but not limited to intellectual property.

Working knowledge of forms, electronic research administration systems, and procedural steps for various sponsors including federal, state and non-profit agencies.

Experience collecting, analyzing and summarizing data related to projects, and obtaining factual clarifications.

Experience reviewing, analyzing, and clarifying various types of research administration agreements, legal correspondence and other written documents.

Skill using Microsoft suite of products (including but not limited to Word, Excel, and PowerPoint), and Internet Explorer.

Experience using interpersonal and communication skills to effectively interact and communicate with a diverse group of people; to build constructive and effective relationships; and to presenting technical and legal material to non-technical persons.

Organizational and time management skills.

Experienced closing awards from a variety of federal sponsors, including NIH, NSF, and USDA.

Knowledge of and operational level skills to apply UC and UCD policies and procedures and UC principles governing research and intellectual property.

Preferred Qualifications:

Operational level knowledge of University patent policy and its variations as related to agreements sufficient to discuss with faculty, staff and sponsor representatives.

Experience working with for-profit and non-profit business contracting and funding practices and interests.

SIGNATURES

Employee

I have read this position description and understand its contents.

Date

Supervisor

This position description accurately describes the essential responsibilities assigned to this position..

Date

Department Head

This position description accurately describes the essential responsibilities assigned to this position..

Date