

Position Description

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Report Run Date	Mar 15 2019 12:08PM
Position Number:	02023106
Dept:	OVCR - SPONSORED PROGRAMS - 061821
Position:	CONTRACT AND GRANTS ANALYST
Approved Payroll Title Code:	6205
Approved Payroll Title:	RSCH ADM 2
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS20
POSITION DETAILS	
Job Summary:	<p>Under direction of the Contracts and Grants Officer, responsible for review of proposals and related documents, review and process awards and related documents, and work closely with faculty and departmental personnel to resolve administrative post award issues on contracts and grants.</p> <p>As part of a team, work with faculty and staff from a specific set of schools and/or colleges to review proposals prior to submission to sponsors; negotiate research agreements with sponsors; and assist faculty in developing proposals, and negotiate a portion of the resulting contracts and grants.</p> <p>THIS CONTRACT APPOINTMENT ENDS TWO YEARS FROM THE DATE OF HIRE WITH THE POSSIBILITY OF EXTENSION OR CONVERSION TO CAREER STATUS.</p>
Campus Job Scope:	
Department Specific Job Scope:	<p>One of 2-5 Contracts and Grants Analysts on one of 4 teams. Each team is led by a Contracts and Grants Officer and is assigned to focus on either proposals or awards/subcontracts for a set of schools and/or colleges.</p> <p>Each team will have a focus on either proposals awards /subcontracts; the focus of each team, as well as the team members, may change over time consistent with the change in the business needs of the Sponsored Programs Office.</p>
Positions Supervised:	N/A
	<p>45% Proposals: 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</p>

Essential Responsibilities:	<p>systems.</p> <p>30% Awards: 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.</p> <p>Exercise delegated authority to approve proposals.</p> <p>20% Post Award: 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.</p> <p>5% Other: Serve as back up as needed to similar level Contract and Grant Analysts within the Office of Sponsored Programs.</p> <p>Assist with special projects as assigned.</p>
Physical Demands:	
Work Environment:	<p>Work occasional overtime evenings and weekends to meet operational needs.</p> <p>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.</p>
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<p>Knowledge of research administration including review and submission of proposals for contracts and grants, and preparation and review of research agreements.</p> <p>Experience collecting, analyzing and summarizing data related to projects.</p> <p>Experience presenting technical and legal material to non-technical persons.</p> <p>Experience reviewing, analyzing, and clarifying various types of research administration agreements, legal correspondence and other written documents.</p> <p>Experience using interpersonal and communication skills to serve internal and external customers, and to build constructive and effective relationships with a diverse group of people.</p> <p>Skill using Microsoft suite of products (including but not limited to Word, Excel, and PowerPoint), and Internet Explorer.</p>
	Research administration experience as relates to research contracts and

Preferred Qualifications for Selection:

grants including obtaining factual clarifications and conducting negotiations.

Knowledge and skills to interpret, communicate and apply terms and conditions of various sponsor's, federal, state, and University guidelines, policies, and procedures governing research including but not limited to intellectual property.

Organizational and time management skills including priority-setting to meet operational goals.

Knowledge of multiple sponsor's terms and conditions and advanced skills to interpret and apply complex sponsor requirements.

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

Experience presenting technical and legal material to non-technical persons.

Experience drafting, reviewing, editing and analyzing various types of agreements, legal correspondence and other written documents.

Knowledge of legal, medical and scientific terminology.

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

Experience 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