

## Position Description

### Position Description

Report Run Date	Apr 26 2019 3:52PM
Position Number:	02008916
Dept:	OVCR - SPONSORED PROGRAMS - 061821
Position:	CONTRACTS AND GRANTS OFFICER/NEGOTIATION TEAM
Approved Payroll Title Code:	6207
Approved Payroll Title:	RSCH ADM 4
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS23
<b>POSITION DETAILS</b>	
Job Summary:	<p>Under general direction of the Executive Director of Research Administration, as a Senior Contracts and Grants Officer member of the Sponsored Programs Negotiation Team, work with faculty, other researchers, and their departmental support from all UC Davis colleges/Schools, including School of Medicine, to review and negotiate complex extramurally supported sponsored research agreements with the legal representatives of sponsors.</p> <p>Responsible for extensive high level/complex negotiations, with representatives of corporate sponsors, typically corporate and/or patent attorneys; lead and train Contracts &amp; Grants Analysts, at varying levels, in the art and science of complex research contract negotiation. Represent the Sponsored Programs Office at workshops and seminars to inform and explain/discuss campus policies and procedures governing the responsibilities of Sponsored Programs.</p>
Campus Job Scope:	
Department Specific Job Scope:	The Contracts and Grants Officer/ Negotiation Team member positions interact with each other as a team, and provide high level negotiation training to the junior members of the team through hands-on negotiation of various types of contracts at varying degree of complexity.
Positions Supervised:	NA
	<p><b>10% PROPOSALS</b> Review proposals and related documents that require negotiation of terms and conditions of varying complexity at the time of proposal submission for compliance with sponsor and University requirements, policies, and procedures, addressing budget, human subjects, use of vertebrate animals and certification or assurance of institutional compliance with various State and Federal regulations. Identify issues of potential conflict needing either negotiation at the time of proposal submission, or when an award is issued. Such terms and conditions may include intellectual property rights, and freedom of publications.</p> <p><b>60% AWARDS</b> Review and negotiate highly complex award and award related documents for compliance with sponsor and University requirements, policies, and procedures. Negotiate terms and conditions including drafting award</p>

Essential Responsibilities:	<p>language/provisions and involving integration and resolution of multiple concurrent and conflicting issues or external political considerations. Provide guidance and assistance to faculty/departmental administrators in understanding University and OR policies; interpret sponsor policy and seek clarification.</p> <p>Exercise delegated authority to approve certain subset of awards as designated by Executive Director.</p> <p><b>20% POST AWARD</b> Work closely with faculty and departmental personnel to resolve complex administrative post award issues on contracts and grants of high complexity. Generate subcontracts, amendments and multiple campus awards incorporating 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 that project files are appropriately closed and retained.</p> <p><b>10% OTHER</b> Assist with special research-related projects. Serve as back up, on an as-needed basis, to similar level Senior Contract and Grant Analysts within the Office of Sponsored Programs.</p>
Physical Demands:	Sit at computer and view monitor/display screen for extended periods of time.
Work Environment:	<p>Work flexible schedule including 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
<b>QUALIFICATIONS</b>	
Minimum Qualifications:	<p>Extensive experience negotiating complex research agreement in a major institution of higher education.</p> <p>Experience drafting, reviewing, editing and analyzing various types of agreements, legal correspondence and other written documents.</p> <p>Experience interpreting, communicating and applying terms and conditions of various sponsor's, federal, and state guidelines, policies and practices.</p> <p>Experience interpreting, communicating and applying principles, policies and procedures governing research and intellectual property.</p> <p>Research administration experience including preparation, review, and submission of proposals for contracts or grants; or preparation, review, and negotiation of research agreements.</p> <p>Experience collecting, analyzing and summarizing data related to projects, workload and subordinate and unit performance.</p> <p>Experience presenting complex technical and legal material to non-technical persons.</p>
	Experience interpreting, communicating and applying terms and conditions of various university guidelines, policies and practices.

Preferred Qualifications for Selection:	Knowledge of legal, medical and scientific terminology.
	Experience with for-profit and non-profit business contracting and funding practices and concerns, including knowledge of available databases and intellectual property issues.
	Knowledge of philanthropy practices and private sector business practices sufficient to make decisions for gift acceptance.
	Planning, time management and organizational skills.
	Problem solving, conflict management and team building skills.
	Interpersonal, customer service and communication skills.
	Experience using word processing, spreadsheet and internet software.

SIGNATURES

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**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**