Position Description

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Report Run Date	Mar 26 2019 10:36AM
Position Number:	02021907
Dept:	OVCR - SPONSORED PROGRAMS - 061821
Position:	CONTRACTS & GRANTS ANALYST
Approved Payroll Title Code:	6206
Approved Payroll Title:	RSCH ADM 3
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS21
POSITION DETAILS	
Job Summary:	Under the direction of a Contracts and Grants Officer, 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; assist faculty in developing proposals, and negotiate a portion of the resulting contracts and grants. Each team will have a focus on either proposals or awards/subcontracts; the focus of each team, as well as the team members, may change over time consistent with changes in the business needs of the Sponsored Programs Office.
Campus Job Scope:	
Department Specific Job Scope:	One of 2-5 Contracts and Grants analysts on 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.
Positions Supervised:	N/A
Essential Responsibilities:	40% Proposals: Review proposals and related documents of various complexities, including standard, moderate and complex 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, and time permitting, negotiate issues of potential conflict 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. 35% Awards: Review and process award and award related documents of various complexities, including standard, moderate and complex 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 these awards, which includes negotiating preferred terms and conditions, drafting award language and in-depth negotiation. Provide guidance and assist faculty/departmental administrators in understanding University and OR policies and interpreting sponsor policy, seeking clarification as needed.

	Exercise delegated authority to approve proposals. 20% Post Award: Work closely with faculty and departmental personnel to resolve administrative post award issues on contracts and grants of various complexities, including standard, moderate and complex. Generate subcontracts, amendments and multiple campus awards under these 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 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:	Yes
QUALIFICATIONS	
Minimum Qualifications:	-Research Administration experience serving both internal and external customers, including review and submission of proposals for contracts and grants, and preparation, review, and negotiation of research agreements. -Experience collecting, analyzing and summarizing data related to projects. -Research Administration experience in conducting complex negotiations. -Experience presenting complex technical and legal material to non-technical persons. -Experience drafting, reviewing, editing and analyzing 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.
Preferred Qualifications for Selection:	-Experience interpreting, communicating and applying terms and conditions of various sponsor's, federal, state, and University guidelines, policies, and procedures governing research including but not limited to intellectual property. -Communication skills to build constructive and effective relationships with all types of people. -Extensive knowledge of multiple sponsor's terms and conditions and advanced skills to interpret and apply complex sponsor requirements. -Knowledge of and skills to apply UC and UCD policies and procedures, and extensive knowledge of UC principles governing research and intellectual property. -Knowledge of University patent policy and its variations as related to agreements sufficient to discuss with faculty, staff and sponsor

representatives.

-Knowledge of legal, medical and scientific terminology.

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

-Problem-solving and analytical skills to use logic to solve difficult problems with effective solutions.

-Skilled in time management and priority-setting.

SIGNATURES

_____ _____

Employee   **Date**

I have read this position description and understand its contents.

_____ _____

Supervisor   **Date**

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

_____ _____

Department Head   **Date**

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