

Position Description

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Report Run Date	Jan 9 2020 4:50PM
Position Number:	02009900
UC Path Position #	40220702
Dept:	OVCR - SPONSORED PROGRAMS - 061821
Position:	CONTRACTS AND GRANTS OFFICER
Approved Payroll Title Code:	0387
Approved Payroll Title:	RSCH ADM 5
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	MSP25
POSITION DETAILS	
Job Summary:	<p>Under direction of the Associate Director of Sponsored Programs, responsible for grants and grants administration.</p> <p>Work with faculty and staff from a specific set of schools and/or colleges to review research contracts and grant proposals prior to submission to sponsors. Negotiate research agreements with sponsors, and supervise, lead and train a team of Contracts & Grants Analysts.</p> <p>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:	<p>The OR has responsibility for an annual operating budget of \$110 million across multiple fund sources, approximately 750 employees, and oversees 30 organized research units, facilities, special research programs and projects.</p> <p>The Contracts and Grants Officer positions interact with each other as a team, each leading a team of 2-6 analysts. Each team will have a focus on either proposals, awards/subcontracts or industry agreements; the focus of each Contracts and Grants Officer and their respective team may change over time, consistent with changes in the business needs of the Sponsored Programs Office.</p>
Positions Supervised:	Research Admin II, 1-6 FTE Research Admin III, 1-2 FTE
	<p>50% CONTRACTS AND GRANTS ADMINISTRATION</p> <p>Proposals: Review proposals and related documents of varying complexity 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 negotiation, such as ownership of intellectual property rights. Provide guidance and assist department administrators with preparation of proposal application ensuring adherence to sponsor and University</p>

Essential Responsibilities:	<p>policies. Assist faculty/department representatives in electronic submission of proposals to internal UC systems and external sponsors.</p> <p>Awards: Review and process award and award related documents of varying complexity for compliance with sponsor and University requirements, policies, and procedures. Negotiate terms and conditions as necessary, including drafting award language 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 proposals and certain subset of awards as designated by Executive Director.</p> <p>Post Award: Work closely with faculty and departmental personnel to resolve complex administrative post award issues on contracts and grants of varying complexity. Generate subcontracts, amendments and multiple campus 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 that project files are appropriately closed and retained.</p> <p>Assist with special research-related projects as assigned.</p> <p>50% TEAM LEADER/SUPERVISOR Serve as key point of contact for the campus unit(s) which the team serves. Supervise, lead and train team members. Responsibilities also include recruitment, contribution to selection, training, evaluation, and corrective action. Prioritize and direct work of the team, review work of team members as appropriate. Oversee staff development for team members by providing on-the-job training, ensuring that development opportunities are identified and utilized, and constructive feedback and advice is given to team members to enable them to further their skills. Provide guidance to team members on handling documents of varying degrees of complexity. Escalate team issues to Associate Director as needed. Plan, coordinate, and provide on-going outreach activities for assigned campus unit(s), in order to improve overall client services relationship. In collaboration with other Contracts & Grants Officers in the Sponsored Programs Office, contribute to the development and conducting of formal training programs for campus audiences and on-going training programs for new and current Sponsored Programs staff. In collaboration with other Contracts & Grants Officers, represent the Sponsored Programs Office at workshops and seminars to inform and explain/discuss campus policies and procedures governing the responsibilities of Sponsored Programs. Participate in meetings and conferences with colleagues from other UC campuses and the Office of the President, professional associations and any other conferences and seminars pertinent to the operations of this group. Analyze, draft, and recommend new procedures related to Sponsored Programs operations. Assist Director, Associate Directors and other Contract & Grant Officers in clarifying and interpreting research sponsors' and UC's current and proposed policies.</p>
Physical Demands:	Work on a computer for extended periods of time.
Work Environment:	<p>Work flexible schedule 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>Research administration experience including preparation, review, and submission of proposals for contracts or grants; or preparation, reviewing and negotiating complex research agreements</p> <p>Supervisory experience to recruit, train, monitor and evaluate performance.</p> <p>Experience to collect, analyze and summarize data related to projects, workload and subordinate and unit performance.</p> <p>Experience presenting complex technical and legal material to non-technical persons.</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>
Preferred Qualifications for Selection:	<p>Experience interpreting, communicating and applying terms and conditions of various university guidelines, policies and practices.</p> <p>Knowledge of legal, medical and scientific terminology.</p> <p>Experience with for-profit and non-profit business contracting and funding practices and concerns, including knowledge of available databases and intellectual property issues.</p> <p>Knowledge of philanthropy practices and private sector business practices sufficient to make decisions for gift acceptance.</p> <p>Planning, time management, conflict management and organizational skills.</p>

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