***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Coordinator, Contract & Grants**

Job Family: Research Administration Sub Family: General Contracts & Grants

**Job Summary:**

This entry-level professional position resides in the Office of Research and Development. Coordinates and administers contracts and grants from proposal review and submission through award, with an emphasis on federal contracts.

**Essential Functions:**

* Provides review and oversight of grant application and some contract proposal submission, ensuring compliance with Institutional Review Board, IACUC, FDA, and granting agencies.
* With training, reviews terms and conditions of new grant agreements; and evaluates changes to pre-existing agreements.
* Under review, may review and recommend for signature clinical testing, confidential disclosure agreements, sub-recipient agreements, and other agreements of moderate complexity.
* Reviews final award documents prior to the establishment of accounts or any changes to expenditures.
* Post award responsibilities include review of all grant and contract modifications including changes in scope of work, budget modifications, prior award expenditures and no cost extensions.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors business or public administration or another appropriate field.

Experience: Two (2) years

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

Financial Disclosure required.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1433C

SOC Code: 131190 IPEDS: Business

EEO6 Code: Professional State Code: 9430507

USM eCode: E40144 AAP Code: 3B