***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: **Specialist, Contracts & Grant**

Job Family: Research Administration

Sub Family: General Contracts & Grants

**Job Summary:**

The Contract and Grant Specialist will independently provide pre-award and/or post-award management for sponsor related funds. Pre-award activities include assisting departmental faculty in the development, preparation, and submission of grant and contract proposals. Ensures all applications meet agency and university guidelines and published time tables and deadlines. Ensures proposals are entered and routed in a timely manner for further review. Post-award activities include detailed reconciliation of assigned project budgets, preparing budget reports, preparing adjustments and corrections in assigned project budgets for further review and approval in order to meet project goals and federal requirements.

**Essential Functions:**

* (Pre)Serves as a resource to staff and faculty in reviewing grant and contract proposals and applications. Reviews and interprets funding agency guidelines and regulations and advises faculty as to policies and procedures of those agencies as well as those of the state and University.
* (Pre)Assists faculty and senior contract and grants personnel in budget development, advising on determination and computation of appropriate salary levels, percentages of effort, fringe benefit rates, and indirect cost rate and base.
* (Pre)Monitor proposal status and advise faculty on requirements and deadlines associated with research protection protocols. Navigates the contractual process of sponsored awards with both SPA/SPAC and external sponsors for faculty.
* (Post)Provide assistance to faculty in interpreting award terms and conditions and maintaining best financial practices to assure compliance with sponsor requirements, university policies and procedures, and relevant laws and regulations.
* (Post)Reviews and analyzes data to solve sponsored research problems; escalates serious problems so that appropriate action can be taken. Recommends and implements updates to workflow, practices, and procedures; prepares reports and summaries on research funding.
* (Post)Assists in managing contract and grant budget and authorizes establishment of funds. Review and maintain documentation related to cost transfers, requests for expenditures, effort reporting, budget revisions, and fund statements. Coordinates invoicing, accounts receivable, and deposits in the financial system and ensures payments are applied correctly.
* (Training/Policy/Practice)Increase institutional knowledge related to research grants and contracts administration and management and remain current with industry-wide grants management trends/regulations. Assist with implementing changes to UMB policies and procedures to incorporate research administration updates.
* (Training/Policy/Practice)Provide ongoing in-service training to faculty, departmental support staff, and central administration to ensure timely education and information related to research related issues.
* (Training/Policy/Practice)Liaises with campus Sponsored Programs Administration, Clinical Trials and Corporate Contracts, and Sponsored Projects Accounting and Compliance teams to ensure projects are set up and closed out accurately and in a timely manner. Interacts directly with designation sponsor representatives to clarify ambiguous terms and conditions, and to request supplemental funding, no cost extensions, and other administrative requests.
* Performs other related duties and special projects as assigned.

**Minimum Qualifications**

Education: Bachelors in business or public administration or another appropriate field, such as Project Management.

Experience: Three (3) years of experience working with contracts and grants including budget and proposal preparation

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: E1433E

SOC Code: 131190 IPEDS: Business

EEO6 Code: Professional State Code: 9213053

USM eCode: E40144 AAP Code: 3A