***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: **Analyst, Sponsored Program Administration**

Job Family: Research Administration Sub Family: Sponsored Program

**Job Summary:**

The Sponsored Programs Analyst works in the Sponsored Programs Administration unit of the Office of Research and Development at the University of Maryland, Baltimore. Sponsored Programs Administration provides oversight and administrative support to investigators and departmental administrators throughout the life of sponsored projects to include submitting competitive proposals, negotiating agreements, and navigating the world of sponsored programs administration. The Sponsored Programs Analyst coordinates administrative functions for externally funded research grants and contracts. The position serves as liaison with the University’s department staff and faculty to meet research administration goals and objectives while complying with University, federal, state, and sponsor rules and regulations. The Sponsored Programs Analyst works independently, exercises appreciable latitude, and knows and applies fundamental concepts, practices and procedures.

**Essential Functions:**

* Under guidance from senior staff, review grant proposals to all sponsors for compliance with agency policies and procedures, University policies and procedures, and State of Maryland laws.
* Sign or electronically submit grant proposals on behalf of the University.
* Review City of Baltimore and State of Maryland contracts, and work with senior staff on revision and negotiation of contracts, as well as obtaining necessary signatures and submitting to the sponsor.
* Provide routine and non-routine technical advice and problem solving assistance, and answers questions from faculty and administrators about routing and processing applications and processing proposals. Refer to appropriate chain of command person when unable to respond.
* Deliver training to faculty, departmental support staff, and central administration and ensure timely education and information related to sponsored programs administration.
* Meet with department or divisions to discuss sponsored programs issues.
* Research and interpret regulations and law related to awards and act as a resource for agencies and sponsor inquires.
* Maintain relationships with funding agencies by liaising with personnel and outside contacts to satisfy both partner and organization goals.
* Increase institutional knowledge related to sponsored research trends, regulations, and laws. Review and maintain familiarity with UMB policies and procedures.
* Perform other duties as assigned

**Minimum Qualifications**

Education: Bachelors in Business, Public Administration or related

Experience: One (1) year of administrative experience in the area of research administration.

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education. Five (5) years of related administrative experience in the area of research administration

Financial disclosure required.

**Knowledge, Skills, and Abilities**

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

Job Code: E1486C

SOC Code: 131190 IPEDS: Business

EEO6 Code: Professional State Code: 9213053

USM eCode: E40144 AAP Code: 3B