

		ISSUED: <u>6/93</u> <u>8/91 & 3/88</u>
	SALARY	CLASS
TITLE: <u>Grant/Contract Officer I</u>	SCHEDULE: <u>B</u>	CODE: <u>PE326</u>
	SALARY	EEO
UNION: <u>P&A – Local 1979, U.A.W</u>	GRADE: <u>10</u>	CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E- CLASS: <u>PE</u>

POSITION PURPOSE

Assist in the preparation of grants, contracts and subcontracts for submission to funding agencies. Review proposals to ensure compliance with University interests, agency policies and regulations and usage of agency funds. Position duties require the application of specialized skills which can be acquired through a combination of job-related training and considerable on-the-job experience.

ESSENTIAL JOB FUNCTIONS

- Review routine research and instructional grant/contract proposals. Verify and obtain appropriate authorization of research proposals and related budget data prior to submission to ensure compliance with University and funding agency requirements. Utilize skills acquired through job related training and on-the-job experience to verify accuracy and appropriateness of proposals.
- Prepare standardized subcontracts for authorization and submission to organizations providing services as part of contracts. Customize standard subcontract language to provide specific detail about services to be obtained.
- Act as liaison between University principal investigators and sponsoring agencies to resolve problems and answer inquiries regarding policies of University, funding agencies or subcontractors. Advise on agency deadlines and policy changes. Maintain database of grant/contract/subcontract proposals to provide University personnel information on processing and approval status.
- Generate special reports and analyses for various University officials on research proposals using computer database information. Update and maintain faculty profile database to provide an overview of research interests of University faculty and researchers. Responsible for data integrity.
- Train and oversee clerical support staff on methods and procedures. Verify accuracy of data entry staff. Interview and recommend employment of support staff.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This entry level classification requires specialized, non-theoretical skills to review routine grant, contract and subcontract proposals for authorization and submission to funding agencies. The ability to clarify information--which may be used to influence individuals--is necessary to gain acceptance of proposals. Work activities are impacted by established procedures, but require incumbent to determine how best these procedures should be applied. This process is made easier through prior exposure to similar circumstances. Incumbents provide instruction and guidance to faculty, management staff and exempt professionals in the policies and procedures of grant/contract proposals and provide work direction to non-exempt clerical staff performing data entry. This classification is typically located in the Office of Research and Sponsored Programs and reports to and receives work direction from a higher level professional or management level classification, i.e. Grant/Contract Officer III, Manager, Director, etc.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university or an equivalent combination of education and/or experience.
- Some experience in grant or general accounting.
- Some knowledge of and experience in academic grantsmanship.
- Some knowledge of University and funding agency policy.
- Strong oral and/or written communication skills.
- Some computerized database experience preferred.
- Some knowledge of and experience with FAS.
- Typically, incumbents have held positions such as Information Officer, Accountant, Budget Analyst, etc.