

Position Title: Senior Project Officer
Grade: 105
Position Type: Officer, Full-Time, Regular
Department: MSPH Admin
Location: Medical Center

OVERVIEW:

The Senior Project Officer & Analyst (SrPO) works closely with other staff members (both pre- and post-award) in the day-to-day operations and reports directly to the Associate Director and Associate Dean of Grants & Contracts. The SrPO is responsible for a broad range of pre- and post-award activities on sponsored projects.

The SrPO is expected to deliver high-quality, customer-focused grants management services, interacting with faculty and administrative staff to facilitate sponsored-project planning, program and administration, and serve as the single point of contact in this regard. After an initial training period, the SrPO is assigned a group of departments, centers and institutes to support. The SrPO is expected to adhere to all sponsor and university guidelines and procedures at all times. This position requires problem-solving skills in a deadline-driven environment as well as the consistent exercise of independent judgment and discretion in matters of significance.

RESPONSIBILITIES:

Proposal review, coordination, and submission

- Receive and perform institutional review of grant and contract proposals to ensure they meet sponsor and University requirements prior to being submitted;
- Ensure that a Rascal PT record has been created and registered by the department prior to starting review of proposal;
- Utilizing established proposal review procedures, perform necessary review per the Proposal Review Checklist and in advance of proposal submission;
- Assist PIs and departments with proposals to meet agency requirements and guidelines;
- Ensure conflict-of-interest and other necessary compliance requirements have been met prior to submission in accordance with established policies and procedures;
- Assist researchers, faculty, and department administrators with electronic grant preparation, submission to Grants.gov, and other electronic application venues;
- Ensure that finalized and complete Rascals are in place prior to submission of proposals;
- Assigned the authority and responsibility as official signatory on designated applications

Just-in-Time (JIT) receipt, processing and submission

- Receive JIT requests from sponsor, department or PI via central e-mail or other method and process necessary requests;
- Forward any JIT requests received directly from sponsor, department, or PI to SPA central e-mail box for proper receipt and tracking;
- Upload submitted JIT materials after submission to sponsor into InfoEd as well as updating the status to "JIT submitted."

Award receipt, negotiation and acceptance of grants & contracts and account set-up

- Review and process Notice of Awards (NOAs) and contracts according to established procedures for award receipt and account setup;
- Ensure timely processing of NOAs and contracts received directly from PI, department, or sponsor to central, grants-office e-mail box upon receipt for central logging and processing;
- Ensure established procedures for tracking statuses with InfoEd are maintained;
- Review, analyze, and negotiate award and contract terms and conditions;
- Coordinate with CTV on non-federal grants containing language related to Intellectual Property and copyrights for review and approval, as well as send template e-mail to PI/DA;
- Determine the necessity for and coordinate with Office of General Counsel (OGC) on their review of awards, including contracts and subcontracts;
- Track OGC/CTV requests in central tracking system;
- Advise concerned parties of their responsibilities in meeting special or unusual award requirements;
- Coordinate with appropriate University Officials requests for indirect-cost waivers, cost sharing, and carry-forward actions.
- Ensure compliance with award regulatory terms and University policies, such as Conflicts of Interest, Human Subjects & IACUC approvals, etc.;
- Data enter awarded information into SPA grants management system for account creation and account modifications;
- Post data entry, review and reconcile the information and attributes fed from the grants management system to the University's financial system (ARC), to ensure both systems are synchronized.

Post-award responsibilities

- Review and submit required annual and interim progress reports to sponsors based on established procedures;
- Analyze, coordinate, and approve requests for prior approval of post-award changes and actions;
- Review, coordinate, and negotiate award modifications;
- Assist PIs, department staff, and central-administration staff in solving project-related administrative problems and issues;
- Review and endorse correspondence to sponsors.

Other duties

- Function as liaison to federal and non-federal grantor agencies and subcontracting institutions;
- Provide support to department grant managers, administrators, and PIs;
- Review awards and contracts and resolve grant-related questions posed by researchers, faculty and staff;
- Act as a resource for researchers, faculty and department administrators with respect to updates and changes in regulations and policies of grant agencies;
- Maintain all necessary sponsored project related documentation in hardcopy and electronic files per established guidelines;
- Work with assigned Financial Analyst to maintain an efficient team effort;
- Review weekly pre-award and post-award management reports;
- Review quarterly proposal and award reports;
- Perform other duties as assigned including working on special projects;
- Provide necessary support in the on-going audit processes, for both internal and external clients.

Qualifications:

Minimum Qualifications:

- Requires a Bachelor's degree.
- 5-7 years of related experience

Additional Position-Specific Minimum Qualifications:

- Experience with electronic information systems that support grants and contracts workflow and management;
- Proven knowledge of federal, state, city government and private non-profit policies and regulations related to sponsored projects;
- Proven knowledge of OMB regulations;
- Strong mathematical and organizational competencies are essential;
- The SrPO is expected to perform in an independent manner, as well as take direction from their team lead;
- Demonstrate general knowledge of business practices, and University and sponsored project policies and procedures;
- High level of attention to detail;
- Outstanding organizational skills and the ability to manage and prioritize multiple projects with conflicting deadline pressures and competing priorities;
- Sophisticated customer service abilities;
- Strong computer skills;
- Superior verbal and written communication skills and exceptional interpersonal skills.

Preferred Qualifications:

- Prior experience with Federal (NIH, DOD, NSF, CDC, HRSA) grant proposal preparation, sponsored research compliance, and knowledge of post-award administration is preferred.
- Experience with financial reporting of sponsored projects

TO APPLY:

<http://www.idealists.org/view/job/x2HWtt6bSgnp/>