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Working Title

Grants and Research Administrator

Position Summary

Performs independent complex professional support for the MSU Extension enterprise by providing services in Pre-Award Administration Services, Post-Award Administration and Service Center activities.

Serving as a resource for MSU Extension personnel for external and internal funded grant proposals, this position assists in all aspects of the preparation of internally and externally funded projects, including review of solicitations and development of grant budgets, justifications and subcontracts. The successful candidate will work with the Office of Sponsored Programs (OSP), and Contracts and Grants Administration (CGA), to carry out aspects of the proposal submission, revision of awards and award management processes, as well as working with other universities, federal and state governments, foundations, and industries. This position is responsible for review of proposals to ensure compliance with sponsoring agency regulations and University policies and procedures. The grants and research administrator will develop and coordinate multiple projects with extensive interactions with internal colleges/units and external entities, while providing support for MSU Extension Service Center activities, including costing, tracking and invoicing services, and performs other administrative duties as needed.

Characteristic Duties/Responsibilities

Pre-Award and Service Center Administration

- Facilitates assistance to investigators with searches for new funding opportunities; proactively inform research personnel about upcoming federal grant deadlines.
- Provides grant, service agreement and budget development assistance, including project review, budget development and justification.
- Coordinates with other university staff and departments to assist Principal Investigators (PI) in the most effective way to achieve a quality proposal; coordinates a timely proposal submission process while ensuring appropriate approvals.
- Ensures contract execution, account setup and activation.
- Functions as a member of the team to assemble grant proposals and may have oversight of others involved in the process.
- Preparation of sponsor documents, co-investigator agreements, and memorandum of understanding.
- Prepares and edits proposals; works with Office of Sponsored Programs and Contract and Grant Administration to carry out aspects of contract negotiation with sponsored programs, other universities, state governments, and community partners.
- Develops and coordinates multiple projects with extensive interactions with internal units and external entities.

Research Compliance and Training

- Assists in development, and coordinates the implementation and provision of grant compliance process components, including budget review and justification, feasibility, service center billing process, conflict of interest reporting, program evaluation, monthly and annual reporting processes.
- Conducts review of applications for compliance with regulations; assists other administrators and project staff in ensuring compliance with research guidelines and requirements of regulatory agencies. Identifies problems and/or inconsistencies and recommends corrective actions to project personnel as appropriate.
- Inspects study files, project source documents, and project data for verification of consistency, accuracy, and compliance with various sponsor regulations. Informs investigators of results and actions that need to be taken for resolution of issues to meet regulatory requirements.
- Provides training to entry level PIs and Educators on grant submissions, processes and paperwork, clarifies roles and corrects research process, and apply appropriate regulations.

Post Award Administration Services

- Manages contracts and service centers agreements; manages subcontract and sponsor communication.
- Coordinates tracking and facilitation of payments, and invoicing of funding sources, and monitors grant financial's and service center accounts.
- Monitors project ongoing financial and budgets for accuracy; advises on ongoing stewardship of grant funds.
- Reviews award budget status with investigators; prepare interim and final financial progress reports.
- Facilitates the administration, monitoring, and financial management of moderately complex grant projects in accordance with applicable federal, state, local, and university policies, procedures, and regulations.
- Analyzes and prepares financial data and statistical reports.
- Other duties as assigned by supervisor.

Unit Specific Education/Experience/Skills

- Knowledge equivalent to that which normally would be acquired by completing a four-year college degree program in business administration, finance, or a research-related field;
- Three to five years of related and progressively more responsible or expansive work experience in research administration, including the area of pre or post award processes; grants management; experience with federal, state or industry research grants;
- Developing budgets using spreadsheets; experience reviewing solicitations;
- Or an equivalent combination of education and experience.

Desired Qualifications

- A service-oriented self-starter whose strengths include problem solving skills, and the ability to work on several projects simultaneously in a deadline-oriented environment to facilitate proposal submission, preferably in an academic environment.
- Experience with electronic grant submission processes such as Grants.gov or NSF Fastlane or NIH assist.
- Experience reviewing agency solicitations.
- Experience in interpreting policy at all levels, including federal (Uniform Guidance, USDA/NIFA, NSF, NIH), state, local, and university policies, and procedures.
- Experience with other university units such as Office of Sponsored Programs (OSP), Contract and Grant Administration (CGA), Business Connect, Conflict of Interest and various compliance units.
- Extensive experience with Microsoft Office suite including Excel & Word.
- Experience with service center accounting, including preparing budgets and invoicing.
- Experience with EBS.
- Knowledge of MSU policies and procedures.
- Excellent communication skills (oral and written) and ability to work with educators and staff with limited knowledge of grants and contracts.
- Ability to work effectively on an independent basis and in a team environment.
- Ability to prioritize tasks effectively.
- Understanding of, and commitment to Civil Rights principles and compliance standards, including diversity, equity and inclusion practices.
- Other skills and/or abilities required to perform duties of the position.

Required Application Materials

Current resume/CV

Cover letter

Four (4) professional references, including at least two (2) prior, or current supervisors

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