CONTRACTS AND GRANTS ANALYST - POST AWARD - 56063-1A

Updated: Jul 13, 2023
Location: Remote-Campus
Job Type:
Department: ENGR DO Research Management

Job Opening ID: 56063
Working Title: Contracts and Grants Analyst - Post Award
Department: ENGR DO Research Management
Bargaining Unit: 99
FLSA: Non-Exempt
Payroll Job Code: 006205
Job Location: This position offers the opportunity to work fully remote from within
California Percent of Time: 100%
Work Schedule: 8-5
Employee Class: Career

Position Summary:

The Samueli School of Engineering’s (SSoE) Contracts and Grants Unit named Engineering Research Management (ERM) provides quality assistance to faculty, researchers, and other academic personnel affiliated with the School to obtain (Pre-Award) and manage (Post-Award) sponsored awards that support research, training, and other scholarly activities. ERM ensures timely, accurate, and responsible stewardship of funds by carrying out these administrative activities within UC, UCI, Federal, State, and agency policies, procedures, and regulations. ERM (Pre-Award) staff assists with the submission of contract and grant (C&G) proposals from all prospective sponsors including but not limited to the Federal Government, Private Foundations, and For-Profit Entities.

Under general supervision, develops and / or oversees research proposals, awards and / or transactions related to contract and grant management and maintains contract and grant records in compliance with institutional and research sponsor policies. Works on proposals of moderate scope such as single investigator contracts and grants where analysis of financial information or proposal documents require review of a variety of factors (e.g. budgets, biosketches, current & pending support, etc.). Receives assignments on project basis and fully analyzes problems, gathers data
and information, and recommends solutions. Completes and approves transactions for signature by manager or other authorized institutional official.

**Key Responsibilities**

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: "Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance."

**Example:**

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

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<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
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<tbody>
<tr>
<td>Pre-Award Activities</td>
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<tr>
<td>30</td>
<td>Yes</td>
<td>Develops and / or oversees submission of new contract and grant proposals, non-competing continuations, supplements and other award / agreement amendments.</td>
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<td>25</td>
<td>Yes</td>
<td>Department Role (DR): Prepares proposal budgets and support documents that are required by proposal guidelines.</td>
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<td>20</td>
<td>Yes</td>
<td>Review proposal instructions and guidelines to ensure compliance and advise principal investigator on requirements for proposal submission.</td>
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<td>5</td>
<td>Yes</td>
<td>(DR): Assists department administrators on compliance regulations.</td>
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<td>Yes</td>
<td>(DR): Assists in support of audit as directed by senior staff.</td>
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<td>5</td>
<td>Yes</td>
<td>Collaborates with Post-Award Analyst and facilitates a soft handoff once proposals have been awarded. Provides insight critical to the successful management of such awards and flags any necessary and pertinent information to the analyst help them successfully manage</td>
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the award with the PI.

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<th>Special Project Activities</th>
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<td><strong>10</strong></td>
<td>Yes Provide analysis and input on a variety of issues and</td>
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<td>operational procedures. Projects may be assigned or self-</td>
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<td>identified.</td>
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<td>Yes</td>
<td>Serve as back-up to colleagues and be familiar with their</td>
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<td>assigned accounts/workload to provide advice, guidance, and</td>
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<td>final decisions, as necessary.</td>
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<td>Yes</td>
<td>As required, provide contract and grant administrative/financial</td>
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<td>assistance to affiliated Research unit(s) when short-staffed</td>
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<td>due to illness, vacation or vacancy of other positions.</td>
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**Total Compensation:**

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our compensation practices and benefits.

$28.02 - $38.84 (Hourly Rate) Expected Pay Range within the Full Salary Range $28.02 - $49.66 (Hourly Rate)

**Required:**

- 3-5 years of experience with BA/BS / Equivalent experience
- Bachelor's degree in related area and / or equivalent experience / training.

Knowledge of applicable federal, state, local, sponsor and institutional regulations, policies, and guidelines. Ability to manage a high volume of transactions. Ability to perform moderately complex financial analysis and customized reporting. Demonstrated competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports. Ability to maintain independent judgment; strong organization; communication skills; and a customer service focus. Maintains current knowledge of compliance regulations in all areas of research administration.
Demonstrated knowledge of generally accepted accounting, fiscal and reporting principles. Knowledge of grant funding processes, procedures and techniques. Writing skills to draft persuasive text for variety of audiences. Experience working as part of a professional team and in maintaining confidentiality. Ability to establish and maintain effective working relationships with staff, department heads, faculty and students of various social, cultural, economic and educational backgrounds. Demonstrated organizational skills with a strong attention to detail and ability to prioritize assignments when faced with heavy workload and competing deadlines.

Preferred:

Knowledge of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, etc. Experience administering research funding from the National Science Foundation, National Institutes of Health, Department of Defense and Department of Energy. Demonstrated skill in understanding, interpreting and appropriate application of University of California Policies and Procedures as they relate to finance, contracts and grants, and sales and services activities, equipment management, and gift administration. Proficient in the use of UC Campus financial systems, such as KR, KFS, UCPath, PI Report, GEC and BAT functions. UC experience managing multi-million dollar research awards.

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

• Background Check and Live Scan
• Legal Right to work in the United States
• Vaccination Policies
• Smoking and Tobacco Policy
• Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

• California Child Abuse and Neglect Reporting Act
• E-Verify
• Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - https://hr.uci.edu/newhire/conditions-of-employment.php
Closing Statement:

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.

We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu.