



## **Contracts & Grants Analyst – 2021-24695**

Updated: Sep 28, 2021

Location: UC Irvine Campus

Job Type:

Department: ENGR DO Research Management

Job Opening ID: 24695

Reports To: Principal Contract & Grant Analyst

Working Title: Contracts & Grants Analyst

Department: ENGR DO Research Management

Bargaining Unit: 99

FLSA: Non-Exempt

Payroll Job Code: 006205

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5, M-F

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. ERM (Post-Award) staff monitors and reports on funds received from outside sponsors and internal UCI sources and provides general guidance on the proper stewardship of those funds.

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 NSF proposals where analysis of financial information or reports requires review of a variety of factors (e.g., budgets, salaries, expenses, etc.). Receives

assignments on project basis and fully analyzes problems, gathers data and information, and recommends solutions. May be eligible for delegated signature authority. Completes and approves transactions for signature by manager or another authorized institutional official.

<b>% of time</b>	<b>Essential Function (Yes/No)</b>	<b>Key Responsibilities (To be completed by Supervisor)</b>
		<b>Pre-Award Activities</b>
90	Yes	Develops and / or oversees non-competing continuations, supplements and other award / agreement amendments.
	Yes	Department Role (DR): Prepares proposal budgets and support documents that are required by proposal guidelines.
	Yes	(DR): Advises department administrators on compliance regulations.
	Yes	(DR): Assists in support of audit as directed by senior staff.
	Yes	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 the award with the PI.
		<b>Post-Award Activities</b>
	Yes	(DR): Under general supervision, organizes, plans, establishes and monitors fiscal budget control of contracts and grants administration, gifts, endowments, and privately funded projects for faculty research programs.
	Yes	(DR): Applies professional concepts to provide projections, analyze spending and recommend adjustments.
	Yes	(DR): Under general supervision, provides post-award financial administration and management for research funds in accordance with organization policy and agency requirements.
	Yes	(DR): Analyzes transactions, expenditures, identifies and resolves discrepancies, financial and inventory reports. Prepares re-budgets and support documents that are required by the award sponsor.
	Yes	(DR): Advises department administrators on compliance regulations.
	Yes	(DR): Assists in support of audit as directed by senior staff.
	Yes	Responsible for insuring all financial records required for contracts and grant funding are complete, correct and maintained for accounting and auditing purposes.
	Yes	Perform year-end financial closing functions for all accounts. Thorough planning and analysis, maintain a positive balance in all accounts.
		<b>Special Project Activities</b>
10	Yes	Provide analysis and input on a variety of issues and operational procedures. Projects may be assigned or self-identified.
	Yes	Serve as back-up to colleagues and be familiar with their assigned accounts/workload to provide advice, guidance, and final decisions, as necessary.
	Yes	As required, provide contract and grant administrative/financial assistance to affiliated Research unit(s) when short-staffed due to illness, vacation or vacancy of other positions.

Compensation Range:

Hourly: \$25.62 - \$31.63

Department Website:

<https://engineering.uci.edu/>

Required:

3-5 years of experience with BA/BS/Equivalent experience.

Bachelor's degree in related area and/or equivalent experience/training.

Provide analysis and input on a variety of issues and operational procedures.

Projects may be assigned or self-identified.

Serve as back-up to colleagues and be familiar with their assigned accounts/workload to provide advice, guidance, and final decisions, as necessary.

As required, provide contract, and grant administrative/financial assistance to affiliated Research unit(s) when short-staffed due to illness, vacation, or vacancy of other positions.

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.

Final candidate subject to background check. As a federal contractor, UC Irvine is required to use E-Verify to confirm the work status of individuals assigned to perform substantial work under certain federal contracts/subcontracts.

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](#).

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

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