Sr. Contracts & Grants Analyst - Pre-Award - 55139-1A

Updated: Jun 22, 2023
Location: Remote-Campus
Job Type:
Department: ENGR DO Research Management

Job Opening ID: 55139
Working Title: Sr. Contracts & Grants Analyst - Pre-Award
Department: ENGR DO Research Management
Bargaining Unit: 99
FLSA: Exempt
Payroll Job Code: 006206
Job Location: UCI Campus- Irvine
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.

Uses skills as a seasoned, experienced research administrator to independently develop and / or oversee research proposals, awards, and / or transactions related to contract and grant management and maintains contract and grant records in compliance with institutional research sponsor policies. Works on proposals and awards of diverse scope where analysis of data requires thorough understanding of complex regulations. Completes and approves transactions for signature by manager or another authorized institutional official. Guides less experienced staff. Typically works on complex proposals such as grants / contracts which require task budgets, option years,
multiple investigators and multiple sub awards.

**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.

<table>
<thead>
<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>
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<td></td>
<td><strong>Pre-Award Activities</strong></td>
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<tr>
<td>25</td>
<td>Yes</td>
<td>Department Role (DR): Prepares complex proposal budgets and support documents that are required by proposal guidelines.</td>
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<td>25</td>
<td>Yes</td>
<td>Coordinates proposal submissions.</td>
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<td>5</td>
<td>Yes</td>
<td>Works with the School/Campus to identify activities that can lead to Sales and Service Agreements.</td>
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<tr>
<td>25</td>
<td>Yes</td>
<td>Provides guidance and counsel on complex research administration matters, including compliance regulations, to principal investigators and department administrators</td>
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<td>5</td>
<td>Yes</td>
<td>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 the award with the PI.</td>
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<td><strong>Special Project Activities</strong></td>
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<tr>
<td>10</td>
<td>Yes</td>
<td>Provide analysis and input on a variety of issues and</td>
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operational procedures. Projects may be assigned or self-identified.

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<tr>
<th>Yes</th>
<th>Serve as back-up to colleagues and be familiar with their assigned accounts/workload to provide advice, guidance, and final decisions, as necessary.</th>
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<tbody>
<tr>
<td>Yes</td>
<td>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.</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.

$64,400.00 - $89,300.00 (Annual Salary) Expected Pay Range within the Full Salary Range
$64,400.00 - $114,200.00 (Annual Salary)
Required:

- 5-7 years of experience with BA/BS / Equivalent experience
- Bachelor’s degree in related area and / or equivalent experience / training.

Thorough understanding of research administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment. Ability to manage significant volume of transactions. Ability to perform 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 and communication skills; and a customer service focus across broad and diverse subject areas. Maintains current knowledge of compliance regulations in all areas of research administration. Demonstrated knowledge of generally accepted accounting, fiscal and reporting principles. Demonstrated knowledge of effective grant funding processes, procedures and techniques. Strong writing skills in a variety of styles to draft persuasive text for a variety of audiences while ensuring adherence to funding sponsor’s guidelines. 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. Experience administering research funding from the National Science Foundation, National Institutes of Health, Department of Defense and Department of Energy.

Preferred:

Thorough knowledge of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, etc. 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/new hire/conditions-of-employment.php](https://hr.uci.edu/new hire/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](https://hr.uci.edu/new hire/conditions-of-employment.php).

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](mailto:eec@uci.edu).