

Job Description
Duke University School of Nursing

Working Title: Post-Award Administrator

HR Title: GRANTS AND CONTRACTS ADMINISTRATOR

Job Code: 2647

FLSA: E

Job Level: 81

Revised Date: 05/2024

Job Family: JF 28

General Purpose

Performs research management activities for the School of Nursing and centralized functions of the Office of Research Affairs (ORA). Responsible for ensuring compliance in agreement with policy and guidelines set forth by funding agency, Duke Institution, and Duke School of Nursing. Is responsible for executing all aspects of the process for grant submissions, agency response and special request, award set-up, and financial and compliance oversight through the life of the project. Primary responsibilities are focused on Post-Award duties to include compliant financial management, facilitating Progress Reports and non-competing renewals, financial summary and projection reporting, and subrecipient monitoring. Ensure all financial activities meet agency and university guidelines and published time tables and deadlines. Provide advice and assistance to faculty and student investigators and their respective study teams in the set-up and financial maintenance of new and continuing awards. Ensure all awards meet agency and university guidelines in recorded effort, allowable cost, cost share, financial planning, carryover and extension request, and close-out.

This position is responsible for managing a portfolio of complex grants, contracts and cooperative agreements using knowledge of grant and contract management rules and regulations, technical expertise, and analytical skills.

Supervisor

This position reports directly to the Assistant Dean, Center for Nursing Research, Duke University School of Nursing.

Essential Duties

This position will function primarily as a post-award research administrator to oversee all aspects of the financial management of sponsored research.
Serve as liaison between the Office of Research Administration and Sponsored Programs on behalf of the School of Nursing.

Manage budget, reporting, and compliance timelines through the lifecycle of the grant, contract, subcontract, or cooperative agreement

Interpret sponsor rules and regulations regarding new awards for investigators, and advise the PI on administrative requirements in preparing Progress Reports or other renewal mechanisms, deadlines, and documents.

Ensure understanding of the current fiscal performance of studies and identify areas of concern that need resolution. Advising the PI, Assistant Dean of CNR, and VDR.

Manage the subcontract process and collaborating organizations at time of new award or renewal. Establish subrecipient financial reporting requirements. Coordinate issuance of subagreements with ORA.

Compile, in an independent manner, the administrative documents for funding agency Progress Reports and non-competitive renewals in compliance with sponsor and university guidelines and deadlines.

Enter departmental research proposals in SPS (Sponsored Projects Systems) and agency systems for non-competitive renewals to include attachment of appropriate agency and internal documentation, forms, budget, unobligated balances, personnel reporting, other support, etc.

Confirm the review NIH non-competitive renewals is compliant and accurate in the place of ORA Research Administrator review. Brief the DUSON Signing Official on the Progress Report renewal providing related details to finalize the renewal for submission.

Provide financial oversight for a portfolio of funded grants and contracts. Review monthly SAP CAS and Reviewable GL reports' and inform PI of any issues/corrections/adjustments. Identify the need for cost transfers from budget reconciliation; submit cost transfers. Provide quarterly budget projections based on burn rates and/or criteria provided by the PI. Prepare and submit requests for rebudgeting identified for Institutional or agency approval. Help maintain the Monthly Financial Statements database. Assist in the preparation of the financial statements and provide them to Investigators and approved Project Staff. Monitor compliance with agency and University regulations to confirm that the appropriate overhead rate is applied and reported for sponsored awards.

Closeout all funded projects consistent with university process and timelines.

Apply federal and university rules to management of effort allocation appropriately for individuals compensated whole or in part from federal awards.

Serve as salary single point of contact (SPOC) for Salary Requests and questions within the required timeframe. Serve as the SPOC for Effort Distribution Changes that are unrelated to a particular project in the grant portfolio.

Develop, conduct, and administer compliance training initiatives including for DUSON faculty and staff.

Will cross-train to cover all areas of the lifecycle of sponsored activity, including proposal development and submission processes. May provide coverage on an as needed basis for pre-award activities.

Represent the School of Nursing and the Office of Research Affairs in School and Institutional discussions, meetings, and developmental workgroups such as the annual committee for the Duke University Research Administrators, workflow working group with SOM ORA and OSP.

Provide guidance to the PI on the requirements of the IRB, IACUC, COI, IBC, and research related regulations including proposal submission and award set-up that include Material Transfer, Outside Service Agreement, Consultant payment.

Advise investigators regarding required steps and timeline for obtaining School and Institutional approvals. Inform various Duke Offices that protocols/requests will be submitted for review and approval. Obtain approvals for uncommon Institutional and sponsor requirements (i.e. Environmental Impact Statements, ISO Data Security, and IBC approvals).

Communicate with Assistant Dean of CNR, VDR, and Business Office regarding any cost-sharing requirements and any voluntary committed cost-share for prior approval.

Review NOA to ensure that terms and conditions are acceptable to Duke University. Work with PI and sponsor to resolve revisions to the award.

Maintain financial records per the institution documents retention guidelines. Maintain and update the pending and active grant files to include a copy of NOA, Interim/Annual Progress Reports, Correspondence from the Sponsor, and any other post-award documents

Assist to develop and review administrative procedures and policies as needed.

Compile and maintain a summary workload report for submission to the Assistant Dean of CNR on a regular basis representing an active list of grant items based on chronology including: renewals, close-outs, interim/annual/final progress reports, no cost extension requests, FFRs, benchmark invoicing, and any other deadline driven items. This report will be communicated to the rest of the department.

Assist with special projects.

Supervisory Responsibilities: May train and supervise grants and contracts assistants and temporary support personnel.

Requirements:

Work requires knowledge of accounting principles usually acquired through a bachelor's degree in accounting or a directly related field. Research or grants education and/or certification preferred.

Successful completion of Institutional training for research costing and compliance such as the Research Administration Academy (RAA), Advanced Grant Management (AGM), and Research Administration Institute (RAI) or equivalent

Certified Research Administrator certification is preferred.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR
EXPERIENCE.