

Duke University School of Nursing

Working Title: Pre-Award Grants and Contracts Administrator

HR Title: GRANTS AND CONTRACTS ADMINISTRATOR

Job Code: 2647

FLSA: E

Job Level: 81

Revised Date: 01/2024

General Purpose

Provides proposal support and non-financial post-award activities for the Duke University School of Nursing (DUSON) Center for Nursing Research following guidance from the Office of Research Affairs (ORA). Responsible for ensuring compliance in agreement to policies and guidelines set forth by funding agency, Duke University, and Duke University School of Nursing. Primary Responsibilities are focused on both pre-award and non-financial post-award duties.

Pre-award activities include assisting departmental faculty/PI in the development, preparation, and submission of grant and contract proposals, including detailed budget development. Ensure all applications meet agency and university guidelines, published time tables, and deadlines. Ensure proposals are entered and routed in a timely manner for further review. Responsible for ensuring departmental compliance in agreement to policies and guidelines set forth by funding agency, Duke University School of Nursing, and Duke University. Respond to urgent requests from various Duke Offices and external sponsors (i.e. Just-in-Time requests, communications with funding agencies via ORA, SPS system approvals).

Non-financial post-award duties to include facilitating sponsor-required progress reports and non-competing renewals, including preparation of Other Support documents. May also receive cross-training in post-award activities to provide assistance with post-award duties as needed. Provide expert advice and assistance to faculty and student investigators and their respective study teams.

This position is responsible for managing assigned tasks related to 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 Senior Director of Research Administration, Center for Nursing Research, Duke University School of Nursing.

Essential Duties

Pre-Award

Oversee all aspects of the grant application preparation and submission process. Serve as Departmental Liaison between the Center for Nursing Research and Office of Research Administration.

Meet with individual investigators regarding grant award opportunities and associated deadlines. Interpret sponsor application guidelines received from funding agencies (FOA, PA, PAR, RFA) and distribute to appropriate investigators.

Assist faculty in preparing grant applications, including the use of the appropriate forms, developing a budget, collecting collaborator documentation, etc., in compliance with sponsor and university guidelines and deadlines. Communicate with subcontractor/collaborator staff regarding documentation required by Duke University to enter into a formal relationship. Communicate with subcontract staff regarding any unusual sponsor requirements, i.e. required levels of effort, funding restrictions, Indirect Cost calculations.

Initiate departmental research proposals in SPS (Sponsored Projects Systems) and ensure that the detailed budget, budget justification, resources pages, abstract, biosketches, and indirect cost rates are concise and accurate.

Obtain approvals for uncommon sponsor requirements (i.e. Environmental Impact Statements, IBC approvals, restrictive contract terms).

Perform comprehensive review of completed proposal prior to routing for Duke University approvals and submission to sponsor. Verify that proposal meets all sponsor requirements, and that submission will pass various system checks (Grants.duke/System2System, sponsor electronic systems). Assist faculty with any issues that arise during proposal submission.

Coordinate the investigator's response to "just-in-time" requests, budget revisions, and/or supplemental information to sponsoring agencies.

Interpret departmental policies and procedures, making decisions on specific operating problems and issuing instructions on behalf of unit. Assist with developing and reviewing administrative procedures and policies as needed.

Prepare and submit pre-award reports/documentation to the Senior Director of Research Administration when requested.

Non-Financial Post-Award

Compile, in collaboration with the PI-assigned Post-Award Grants and Contracts Administrator, the administrative documents for funding agency progress reports and non-competing renewals in compliance with sponsor and university guidelines and deadlines.

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

Review NIH non-competitive renewals for compliance and accuracy ahead of internal routing to Duke University and ORA Research Administrator for review and approval for submission. Brief the DUSON Signing Official on the Progress Report providing related details to finalize the renewal for submission.

Update status of assigned tasks in shared repository/tracking list as progress is made to ensure transparency of current action items across the CNR Research Administration Core team.

Other duties across the research lifecycle

Communicate with Vice Dean for Research, Assistant Dean for Research and the Senior Director of Research Administration should any cost-sharing requirements and/or any voluntary committed cost-share arise. Document approval of cost-share in the application file(s).

Provide guidance to the PI on who to work with regarding the requirements of the IRB, IACUC, COI, IBC, Export Controls and research related regulations including proposal submission. Consult with department compliance liaison as necessary.

Advise investigators regarding required steps and timelines for obtaining School and Institutional approvals. Inform various Duke Offices that protocols/requests will be submitted for review and approval.

Represent the School of Nursing and the Center for Nursing Research in the 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.

Contributes to training and mentoring individuals in the pre- and post- award School of Nursing Central Research Administration team.

Contributes to and/or attends in-house and external compliance training initiatives with staff, students and faculty, with approval from Duke's central offices. (RCC training is provided by Financial Services Compliance office).

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

Assist with special projects upon request.

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

Requirements:

Work requires expert evaluation skills, specifically as it relates to interpretation of sponsor guidelines. Knowledge of accounting principles, usually acquired through a degree in accounting or a directly related field. Previous Research Administration/grants experience, education, and/or certification is preferred.

Successful completion of Institutional training for research processes, costing, and compliance such as the Research Administration Academy (RAA), Advanced Grant Management (AGM), and Research Administration Institute (RAI) or equivalent. New hires will be required to complete assigned training.

Certified Research Administrator certification is preferred.

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