

Duke University School of Nursing

Working Title: Pre/Post Grants and Contracts Administrator

HR Title: GRANTS AND CONTRACTS ADMINISTRATOR

Job Code: 2647

FLSA: E

Job Level: 81

Revised Date: 10/2021

General Purpose

Performs research management 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 policy and guidelines set forth by funding agency, Duke Institution, and Duke School of Nursing. Primary Responsibilities are focused on both Pre and Post-Award duties. This position will function as a “cradle to grave position” and be assigned a portfolio of faculty to manage all of their pre and post-award research administrative needs including oversight of all aspects of the financial management of sponsored research.

Pre-award activities include assisting departmental faculty/PI in the development, preparation, and submission of grant and contract proposals. Ensure all applications meet agency and university guidelines and 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 policy and guidelines set forth by funding agency and Duke 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, SPS approvals).

Post award duties to include award set-up, compliant financial management, facilitating Progress Reports and non-competing renewals, financial summary and projection reporting, and sub-recipient monitoring. May also assist with Pre-Award duties as needed. 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 Director, 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 (RFA's, PA's, FOA's), and distribute to appropriate investigators.

Assist faculty in preparing grant applications, including the use of the appropriate forms, developing a budget, etc., in compliance with sponsor and university guidelines and deadlines. Communicate with subcontractors staff regarding documentation required by Duke University to enter into a subcontract 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).

Perform final review prior to proposal 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, 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 to the Director, Vice and Assistant Deans of Research on a regular basis and special reports when requested.

Post-Award

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, participate in Award Activation meetings 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, Vice Dean for Research, Assistant Dean for Research, and Director of Research Administration.

Manage the subcontract process and collaborating organizations at time of new award or renewal. Establish sub-recipient financial reporting requirements. Coordinate issuance of sub-agreements 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.

Review NIH non-competitive renewals for compliance and accuracy ahead of ORA Research Administrator review. Brief the DUSON Signing Official on the Progress Report 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 re-budgeting 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.

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.

Communicate with the CRU leadership (CRU Director, Research Practice Manager, etc.) regarding financial management of grant personnel and other situations involving the conduct of the study.

Closeout all funded projects consistent with university process and timelines.

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

Compile and maintain a summary workload report for submission to the Director, Research Administration and Vice Dean of Research and Assistant Dean for Research 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.

Other duties across the research lifecycle

Communicate with Vice Dean for Research, Assistant Dean for Research and the Director of Office of Research Affairs of any cost-sharing requirements and any voluntary committed cost-share. Document approval of cost-share in the application file.

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.

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

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.

Conduct 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.

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.