



CLARK ATLANTA UNIVERSITY
Job Description

Position Title:	Senior Pre-Award Research Administrator
Department:	Division of Research and Sponsored Programs
Reports To:	Director of Research and Sponsored Programs

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The senior manager for pre-award research administration is a member of the Office of Research and Sponsored Programs team and will be responsible for pre-award activities. They will work closely with federal and non-federal funding agencies, public and private partners, academic units, faculty and staff to ensure compliance with agency guidelines, identify funding opportunities, lead proposal development teams and submit competitive grant applications. This position holder will report to the Director of Research and Sponsored Programs and provide standardized reports to leadership and stakeholders on a regular basis and ad hoc reports, as needed.

Examples of Duties and Responsibilities:

- Source and distribute relevant federal and non-federal funding opportunities to faculty and staff.
- Provide critical analysis of solicited and unsolicited relevant funding opportunities.
- Maintain a professional network of public/private funders in support of research and other programs.
- Convene and lead proposal development teams.
- Review proposals and contracts for accuracy and conformance with sponsor guidelines.
- Stay abreast of all grant related laws, regulations, rules, policies and procedures through attendance at professional conferences and meetings.
- Provide assistance in obtaining all compliance approvals by the appropriate University units and/or committees (e.g. Institutional Review Board, Institutional Animal Care Use Committee, Conflict of Interest).
- Review and approve documentation in the pre-award administration cycle and seek appropriate internal approvals.
- Author Letters of Intent or Support.
- Provide a smooth transition into the contracting and post-award portion of grant administration.
- Develop and deliver research administration and research compliance training/workshops.
- Contribute to strategic and tactical discussions regarding sponsored programs.
- Other duties as assigned.

Knowledge, Skills and Abilities:

Working knowledge of federal grant management policies and regulations governing sponsored agreements, specifically Uniform Guidance.

Excellent written/oral communication and interpersonal skills.

Minimum Hiring Standards:

Education	Candidate should possess a BS degree (Master's Preferred)
Years of Experience	At least 5-10 years of grants/research administration experience. Experience working with Institutions of Higher Education Sponsored Programs Office (preferred). Should have experience with on-line application portals (e.g. Research.gov, grants.gov, etc.) and working knowledge of Uniform Guidance and other Federal guidelines.
Years of Management/Supervisor Experience	Preferred Management/Supervisory Experience in a University Sponsored Programs Office.

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