



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	Director, Sponsored Programs
Department:	Research and Sponsored Programs
Reports To:	Assistant Vice President 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 Director is responsible for working closely with the Assistant Vice President for Research and Sponsored Program in managing the Clark Atlanta University (CAU) Department of Research Sponsored Programs (RSP). The Director will assist CAU's faculty and staff in their efforts to secure and fulfill extramurally funded sponsored programs by supervising pre-award and post-award administration. The position ensures compliance with federal, state and local laws, policies, procedures, federal Uniform Guidance, sponsor-specific guidelines and University policies in the negotiation and execution of grant and contracts awards for extramurally funded research projects. CAU is seeking a leader who can continue the RSP's development as a best in class, high performing, customer centric team that aligns with the goals and objectives of the institution.

The Director supervises the pre- and post-award staff. The team monitors daily operations of proposal development and awards management activities, plans and facilitates activities to include: identifying opportunities for relevant research initiatives, vetting funding opportunities as appropriate to the various fields (e.g., research centers of excellence, research clusters, training grants, program projects, challenge grants, etc.), coordinating the preparation of highly competitive proposals to federal and state agencies, private foundations, and business entities; assist with set-up of new awards; work with project teams to review project expenditures; and assist with site visits by funding agencies.

Examples of Duties and Responsibilities:

- Leads the staff responsible for pre-award and non-financial post-award administration.
- Provide high quality customer service to faculty members and staff conducting sponsored research.
- Ensure the timely submission of federal and non-federal grant and contract proposals, budgets, and applications.
- Facilitate monitoring of sub-awardees as defined in Uniform Guidance.
- Lead the development and periodic updates of pre- and post-award policies and procedures of the Standard Operating and Procedures Manual (SOPM).
- Ensure the integration of workflow and workload distribution of pre- and post-awards staff.
- Monitor and ensure proposal and award compliance with university with funder regulations, policies and procedures.
- Ensure the close out of all funded projects consistent with funding agency and university process and timelines.
- Respond to faculty inquiries and complaints in a timely fashion.
- Develop and deliver an annual training workshop for the faculty and staff.
- Provide training of research administration and development software.
- Develop an annual PI/PD recognition program.
- Stay abreast of all grant related laws, regulations, rules, policies, and procedures through attendance at professional conferences and meetings.
- Ensure pre- and post-award staff stay abreast of Uniform Guidance and other agency/sponsor guidelines, and provide annual trainings for RSP staff.
- Coordinate with the Assistant Vice President to plan and deliver pre-award and post-award meetings to resolve compliance issues, set goals and strategies or corrective action plans.
- Lead committees and cross-departmental meetings to increase faculty engagement.
- Develop key performance metric reports.
- Travel to relevant federal agency and industry events and conferences.
- Other duties as assigned.

Knowledge, Skills and Abilities:

Experience:

- Completing NSF Surveys.
- Working with large enterprise-wide research administration, financial, and reporting systems.
- Negotiating grants and contracts.
- Interpreting laws and regulations that impact the sponsored projects environment.
- Working with regulatory compliance at an institutional/enterprise level.
- Educating faculty researchers and staff in an academic environment.
- Leading, policy development, and oversight role at an institutional level.

Additional:

- Strong interpersonal skills and ability to work in a team environment.
- Membership experience in SRA, NCURA, NORDP, NSPAA, FDP, etc.
- Must have knowledge of current state and federal grant and contract regulations.
- Excellent written and oral communication skills and strong organizational skills are required.
- Must be very adept in conflict resolution and have a proven track record of leadership in a similar position.

Minimum Hiring Standards:

Education	A bachelor's degree is required (Master's preferred).
Years of Experience	A minimum of 5 years of experience in research and sponsored programs management. Experience working with Institutions of Higher Education Sponsored Programs Office. 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. Experience with Banner and various funding entities electronic research administration (ERA) packages. Candidate must have expert knowledge of Federal Uniform Guidance.
Years of Management/Supervisor Experience	5 years' experience managing personnel and processes.

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