JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Research Contracts & Grants Coordinator I

Job Code: 10824

Salary Grade: 19

FLSA Status: Exempt

Job Family: Research Administration

Job Subfamily: Sponsored Program Admin

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Processes routine grant and contract proposals and award administration tasks for sponsored programs under general supervision. Assists investigators with proposal preparation, compliance reviews, and sponsor correspondence across assigned pre- and post-award activities.

Job Responsibilities

1. Reviews routine proposal packages for compliance with federal, state, and institutional requirements.
2. Assists investigators with budget development and administrative sections of sponsored project proposals.
3. Prepares and submits grant and contract proposal documents for assigned principal investigators.
4. Drafts correspondence to accept, modify, or reject standard grant and contract terms.
5. Processes proposal submissions and award actions in institutional systems.
6. Maintains proposal records and tracking databases for current and pending submissions.
7. Responds to routine inquiries from investigators and sponsor agencies regarding proposal status and award information.
8. Assists with award account setup and routine post-award administrative tasks for assigned portfolios.

Minimum Requirements

Required Education & Experience:

- Education: Bachelor's Degree
- Experience: 0 years
- Equivalency/Substitution: Will accept 4 years of directly related experience in lieu of the Bachelor's degree, for a total of the stated experience plus 4 years.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Performs duties with a foundational working knowledge of routine work processes, tools, principles, theories, and concepts.
- Communication & Collaboration: Exchanges standard information with colleagues and immediate supervisor.
- Problem Solving: Recognizes and escalates unusual situations or problems.
- Autonomy: Receives direction on priorities, assignments, and approaches while developing professional judgment.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.
- May experience periods of elevated workload and competing deadlines.

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