

Research Administration Director

Job Code: 6078

Salary Grade: S12

FLSA Status: Exempt

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.

Duties and Responsibilities

Manages the non-financial administrative activities related to sponsored programs.

- Ensures university's compliance with state law, sponsor and university policies and procedures.
- Supervises and evaluates staff responsible for the management of grants and contracts; sponsored and non-sponsored.
- Develops and implements departmental procedures for grant and contract review and processing in accordance with state law and sponsor and university regulations.
- Plans, forecasts and sets departmental objectives for the management of grants and both non-research and research-related contracts.
- Assists other management with the development of procedures for improving efficiency.
- Serves as delegated authority to sign grant proposals and contracts for incoming research, training, and service funding to the university.
- Develops and directs training of staff on university and sponsor policies and procedures.
- Coordinates efforts among Legal Counsel, Grants and Contracts Accounting, Office of Compliance, IRB, IBC, and IACUC offices and Office of Technology Development related to the administration of grants and contracts.
- Facilitates communications with investigators and sponsors for the resolution of issues related to grant and contract administration and negotiation.
- Develops and implements procedures for grant/contract review and processing in accordance with state law and sponsor and university regulations.
- Establishes guidelines for proposal development of sponsored program projects, including approval of re-budget requests, extensions, carry forward requests, and amendments to ensure institutional compliance with agency and university policies.
- Plans, forecasts, and sets departmental objectives for the management of grants and both non-research and research-related contracts.
- Implements educational programs for faculty and staff regarding proposal development, electronic submissions, project and contract compliance.
- Directs development of materials and training of staff.
- Coordinates efforts related to the administration of grants and contracts with Legal Counsel, Financial Services, Office of Compliance, IRB, IBC, and IACUC offices, and the Intellectual Property Management Office.
- Facilitates communication with investigators and sponsors for the resolution of issues related to grant and contract administration and negotiation.
- Oversees maintenance of databases.
- Prepares proposal and award reports; and other reports as requested by supervisor, faculty, staff, and administration.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Experience:

Required:

- 72 months of experience, 24 months of which includes supervisory/managerial responsibilities, in any combination of the following areas: procurement (federal, state or industrial), proposal submissions, contract negotiations, grant and contract administration; accounting and/or financial analysis, financial administration in sponsored program administration.
- 36 months of the experience must be directly related to sponsored program administration

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Possesses advanced organizational and management skills that encompass strong leadership, superior communication and interpersonal skills



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

- Strong leadership and managerial competencies
- Ability to balance unpredictable work flows
- Flexible
- Strong attention to detail
- Demonstrated problem-solving and analytical competencies
- Ability to make independent decisions and recommend unique solutions
- Knowledge of state, federal, and institutional regulations related to research administration, as well as the ability to review, analyze and interpret such regulations, including OMB Circulars A-21, A- 133, and A-110
- Demonstrated experience in applying these principles in an academic environment

Working Conditions

Physical:

Able to engage in repetitive motions and communicate effectively.

Environmental:

Standard office environment.

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