JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Contract / Grant Coordinator Lead

Job Code: 6887

Salary Grade: S10

FLSA Status: Exempt

Job Family: Research

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.

Job Responsibilities

Provides professional staff support in grant proposal submission activities. Collaborates with leadership to develop a proposal services infrastructure to facilitate and enhance proposal submissions by members. Under minimal supervision, responsibilities consist of upper-level research program management duties that require a deep understanding of research administration concepts, guidelines, principles, and practices. Coordinates duties with research administration and financial management programs, policies, and guidelines.

- Performs grant proposal submission support. Leads all large, complex or multi-PI grant submissions.
- Ensures that Proposal Services Core database is current and ensures system captures all information needed for internal and external reporting requirements.
- Updates management on activities of Proposal Services Core. Communicates with Principal Investigators and the University Office of Research Administration regarding grant proposal submissions. Presents information regarding grant proposal submissions to groups. Attends grant proposal planning meetings and proposal writing groups.
- Conducts analysis of Proposal Services Core metrics and reports results to management. Reviews complex RFAs, RFPs, and other funding announcements. Provides advice to leadership and investigative teams about grant application requirements.
- Coordinates report preparation and/or submission of reports to sponsors, Research Programs, and leadership.
- Performs various forms of research, information gathering, problem solving, and interpretation of policies and procedures related to grant and contract proposals. Assists in office efforts to identify funding opportunities.
- Keeps abreast of changes in Research Administration field, including changes made to federal regulations and specific agency requirements and procedures. Communicates changes to staff and management.
- Supervises support personnel including other exempt employees including Program or Project Coordinators. Selects, trains, delegates tasks, and conducts performance appraisals.
- Performs various duties to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's Degree.

Equivalent/Substitution: Will accept 48 months experience in grant proposal submissions and/or research administration in lieu of the Bachelor's Degree for a total of 108 months experience.

Experience:

Required: 60 months experience in grant proposal submission and/or research administration.

Required Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Advanced working knowledge of databases and electronic tools related to funding opportunity dissemination (e.g. Community of Science).
- Advanced knowledge of Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Advanced knowledge of pre-award grant submission process and federal application requirements
- Advanced organization skills
- Ability to communicate verbally and in writing

- Ability to perform multitasks and handle stressful situations
- Ability to exercise discretion
- Ability to ask questions to determine the proper course of action while following established standards
- Ability to supervise

Working Conditions

Physical:
Must be able to work in sitting position, use computer and answer telephone.

Environmental:
Office Work Environment.

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