JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

# Contract / Grant Administrator Lead - Office of Research Administration

**Job Code: 7514**

**Salary Grade: S11**

**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.*

## Job Responsibilities

Provides independent support for complex grants and contracts pre-award and non-financial post award activities. Independently responsible for the development and submission of routine and complex grants/contracts. This role works primarily with Principal Investigators, various department administrators, Grants & Contracts Administration, and other university departments. Assists faculty in submission, pre-award administration of grants and contracts, and post award non-financial responsibilities. Responsible for exercising discretion, analytical skill, personal accountability in a wide range of areas including academic, and administrative functions. Work involves creating, integrating, applying, and sharing knowledge directly related to a professional field.

· Reviews basic and complex proposals for external funding and review agreements, award documents, subcontracts, and other sponsored-program vehicles to assure compliance with all federal, state, University, and sponsor requirements
· Partners with assigned investigators and departments and on sponsored project activities.
Works closely with investigators and departments to develop and prepare budget and administrative sections of proposals.
· Responds to inquiries from principal investigators and the Grants and Contracts Administration concerning interpretation of the provisions of awards.
· Partners with sponsors to facilitate the exchange of information and resolve requests for information related to proposals and externally funded grants and contracts.
· Prepares paperwork, draft correspondence, and update systems for negotiation/acceptance of grants and contract terms and conditions, modifications, extensions, and related administrative matters.
· Processes actions related to proposal submission and award activity to ensure accurate and timely administration of sponsored projects, and that actions are consistent with applicable laws, regulations, sponsor requirements and Institute policies and procedures.
· Interprets sponsor RFP's and communicates to investigators and departments.
· Ensures quality assurance of proposals to meet or exceed requirements of solicitations.
· Provides technical advice for and problem resolution of investigators and departments on research administration.
· Maintains ongoing communications regarding grant/contract administration with faculty and department administrators.
· Interprets, implements, and serves as primary information source for investigators and department regarding university, state, and federal policies and guidelines.
· Determines necessary elements of deliverables/reports and ensures required deliverables/reports meet compliance and/or sponsor requirements.
· Recommends changes to documents/agreements to accommodate changing regulations/policies in consultation with management.
· Provides staff mentoring and training.
· May function as a subject matter expert and/or project lead.
· May act as signatory for the University to endorse, negotiate, and/or accept grants and awards.
· May serve in a team lead or supervisory role.
· Provides problem resolution, guidance and or training for sponsored research award, compliance, systems, and reporting.
· Interprets regulation and guidelines of multiple program funding with complex and broad guidelines.
· Provides direction, training and assistance to investigators and departments in the development of proposals including but not limited to budgeting, interpretation of sponsor terms and policies, and University policies and procedures.
· Reviews and updates information and processes pertaining to changes made to federal regulations, specific agency requirements, and procedures.
· Performs various duties as needed to successfully fulfill the function of the position.

## Minimum Requirements

**Education:**

Required: Bachelor's degree.

Equivalent/ Substitution: Will accept 48 months of sponsored research experience in lieu of a Bachelor's degree for a total of 96 months experience.

**Experience:**

Required: 48 months experience in sponsored program administration or related experience in an academic institution for higher education.

**Required Certifications or Licenses:**

· Certified Research Administrator (CRA) or CRA-eligible

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

## Knowledge, Skills, and Abilities

- Ability to work individually and in a team environment under stressful and time-sensitive conditions.
- Ability to handle a complex portfolio of work in an intensive multi-tasking, entrepreneurial environment.
- Demonstrated strong interpersonal and verbal communication skills.
- Demonstrated experience in any three of the following: preparing and negotiating sponsored project proposals, budgets, agreements, contracts and subcontracts in a university, hospital, or similar non-profit setting
- Demonstrated knowledge of government software packages for electronic transmission of proposals
- Demonstrated knowledge of principles and practices of budgeting for public sector university sponsored projects
- Demonstrated proficiency in written communication skills
- Ability to work with diverse groups/populations
- Strong organizational, analytical, and problem-solving skills
- Ability to provide excellent customer service.
- Demonstrated knowledge of federal, sponsor and university policy and guidance and ability to apply critical thinking skills to make effective decisions
- Ability to interpret and apply complex, industrial and non-profit program guidelines and regulations
- Ability to maintain positive and effective working relationships
- Experience in the Microsoft Office suite
- Independent decision-making capabilities

## Working Conditions

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

Environmental:
Stnadard Office Work Environment.

**Printed Date: 11/22/2026**