

Research Grants & Contracts Administrator ORA

Job Code: 8817

Salary Grade: S13

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 and directs sponsored programs administration and research agreement activities within the Office of Research Administration (ORA). Oversees the full lifecycle of externally sponsored projects and research-related contracts, supervises professional research administration staff, and ensures compliance with applicable laws, regulations, sponsor requirements, and university policies. Partners with principal investigators, department administrators, sponsors, Legal Counsel, and institutional offices to advance the University's research enterprise.

- Directs sponsored program administration including pre-award development and submission, award negotiation and acceptance, and non-financial post-award activities such as prior approvals, no-cost extensions, subrecipient monitoring, and award closeout.
- Oversees the review, negotiation, execution, and administration of research-related agreements including grants, contracts, clinical trial agreements, data use and sharing agreements, material transfer agreements, NDAs, MOUs, and other instruments supporting the research enterprise.
- Supervises, trains, mentors, and evaluates professional research administration staff.
- Serves as a senior institutional resource on sponsored program regulations, contract interpretation, and risk assessment; provides guidance to faculty, administrators, and sponsors.
- Coordinates with Legal Counsel, Technology Commercialization, Financial Services, Research Integrity, Export Controls, IRB, IACUC, and other institutional offices.
- Develops and maintains procedures, templates, training programs, and best practices; leads process improvement and compliance initiatives.
- Represents ORA on institutional committees and professional organizations; prepares reports and recommendations for university leadership.

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:

Required: None

Preferred: Certified Research Administrator (CRA); Certified Clinical Contracts Manager (CCCM).

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

Knowledge, Skills, and Abilities

- Advanced knowledge of sponsored program administration and research agreement management, including federal regulations (2 CFR 200, NIH GPS, NSF PAPPG, FAR/DFARS) and industry-sponsored agreement requirements.
- Ability to interpret and negotiate complex contractual provisions, assess institutional risk, and apply regulatory requirements.
- Knowledge of intellectual property, publication rights, data use, indemnification, export controls, and related research agreement terms.
- Strong leadership, supervisory, and staff development skills with the ability to manage complex, competing priorities.
- Effective interpersonal, written, and verbal communication skills; ability to build collaborative relationships with diverse stakeholders.
- Sound independent judgment and problem-solving ability in complex, high-stakes situations.
- Commitment to customer service excellence and continuous improvement.

Working Conditions

Physical: Repetitive motion; prolonged sitting; computer and telephone use.

Environmental: Standard office environment.

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