**Des Moines University**

**Job Description**

**Job Title:** Grants Specialist and Partnership Manager

**Department:** Office of Research

**Reports To:** Executive Director of Research

**FLSA Status:** Exempt

**Prepared By:** Human Resources

**Prepared Date:** October 26, 2023

**Approved By:** Pravin Mishra, Ph.D., MBA, Executive Director of Research

**Approved Date:**

**SUMMARY**

Under the general direction of the Executive Director of Research, the incumbent manages the full lifecycle of grants, and sponsored program administration including identification of funding sources, grant and contract proposal assistance, grant writing assistance, development and review, proposal submission, grant and contract negotiation, sub-award issuance, and post-award administration (both financial and non-financial) related to funding provided in the form of gifts, grants, cooperative agreements, and contracts from external funding sources (e.g., federal agencies, state agencies, private companies, or foundations) that provide support for research, teaching, and learning, and service mission of the university. Keeping faculty and appropriate staff apprised of the status of grants, current contract or grant policies, regulations, and guidelines made by granting agencies and campus offices; acting as the liaison between principal investigators (PIs) and granting agencies, University offices, etc.; and meeting with faculty and staff to identify research interests and to develop funding strategies and plans. In collaboration with research leadership, supports identified goals for future organizational performance implements assigned tasks, and uses resources needed to attain them, ensuring compliance with university and sponsor guidelines. The position supports the Executive Director of Research in the management of grant programs and partnerships. The responsibilities of the Grants Specialist and Partnership manager may change based on revisions to the research vision and research direction of the University.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

40% Grant writing, Pre-Award / Processing Proposals

* Write requested portions of grant proposals, contracts, subcontracts, and reports as appropriate. This may include administrative and resource-sharing core components, budget justifications, description of resources and environment (in consultation with others in and outside of the Office of Research), etc.
* Provide support to ensure applications are accurate and complete (including collection and maintenance of information such as bio-sketches, other support, etc.). Review and edit final draft of applications, contracts, etc., to ensure, completeness, and compliance with sponsor guidelines.
* Develop and edit complex content for proposals including peer-reviewed publications, research grants, and other program activities.
* Ensure all proposals, contracts, and report packets are created and routed through university channels to reach the sponsoring agency before deadlines. Respond to sponsor requests following the submission of proposals to provide additional information as appropriate.
* Consult with PIs and develop a grant/contract budget.
* Coordinate and assist PIs with the collection, collation, and correspondence with sub-award partners for all necessary documentation and forms related to proposal and contract submissions (budget, justification, statement of work, bio-sketch, LOI, etc.).
* Review and approve (as applicable or as directed), and execute industry-sponsored agreements, including research contracts, subcontract information, material transfer agreements, and confidentiality agreements.

35% Post- Award Processing

* Keep appropriate administrative staff apprised of the status of submissions when proposals are funded to prepare for the human resource needs and financial aspects of the post-award process. Take the lead on working with investigators or staff of each research team and others as appropriate to ensure funds are expended in an appropriate and timely manner to eliminate loss of funding.
* In consultation with PIs and other staff, complete all necessary forms and documents (procurement forms and supporting documentation, selection of vendors, cost reimbursement billings, etc.) related to each funded project.
* Assist PIs and other project staff with developing and submitting regular grant-related funding agency reports (performance progress reports, research performance progress reports, non-competing grant progress reports, no-cost extensions, etc.).
* Coordinate and assist PIs with the management of all aspects of sub-awards.
* Coordinate and work with other university offices for site visits from federal grantor agencies and other funders as needed.
* Educate PI and other staff on compliance with federal, state, and university regulations regarding the conduct of research by providing information and interpretation of grant compliance regulations to faculty and staff.
* Provide guidance and assistance to PIs and their staff in the preparation of progress and final reports that are sent to the funding agencies. Notify PIs of progress and final report due dates.
* Identify actions requiring sponsor approval and serve as liaison with funding agencies to resolve questions and problems that arise during a grant award.
* Responsible for reviewing, monitoring, and approving project expenditures and ensuring that purchases are allowable and allocable and that there are adequate funds available before the initiation of any expenditure.
* Assist the Executive Director of Research in developing, reviewing, revising, updating, and implementing, University policies (time and effort, financial conflict of interest, etc.) plans, processes, and procedures related to pre- and post-award administration of grants.

15% Collaboration, outreach, partnership, and other duties

* Promote opportunities for external support by working collaboratively with the Research Development Coordinator to identify funding opportunities (and submission deadlines) through routine surveillance of sources such as SPIN, NIH Guides, NIH Request for Applications and Program Announcements, etc., and match specific funding opportunities with PIs based on knowledge of faculty and staff research/scholarly expertise/interests as well as knowledge of sponsors.
* Develop and maintain comprehensive databases for all externally submitted proposals and funded projects of the faculty and staff. Based on the databases, perform analyses and prepare reports regarding sponsored programs for the University administration.
* Contribute to the outreach strategy related to research program communications, development, and partnerships, and coordinate fundraising/funding activities effectively.
* Under the guidance and direction of the Executive Director of Research, fosters and participates in collaborative relationships with other universities, research centers, national, and state professional organizations, and local economic/social development organizations, to promote increased funding for the University.
* Perform other duties, and undertake special projects and assignments as requested and directed by the Executive Director of Research.

5% Development and Training

* Train University PIs and staff on electronic grant submission systems (Cayuse proposal submission and award monitoring systems) as needed. Be the University’s expert on electronic research administration (ERA). Develop and implement training for faculty and staff as ERA processes and systems are announced or updated by funding agencies.

5% Internal Grants and Research Support Funds

* Supports the Executive Director of Research in the management of faculty-focused internal grants and research support funds including the Start-up funds, IOER grant, and R&G grant.
* Assist faculty and researchers with proposal development, budget development, and other assistance as necessary to enable the submission of quality proposals for internal funding.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE

* Bachelor’s and/or advanced degree required.
* Three to five years of experience as a grants administrator and related professional experience is required.
* One year of demonstrated experience writing and editing articles
* Demonstrated progressive experience providing advanced research planning and proposal writing in industry or academia
* Demonstrated knowledge of financial principles and methods associated with grants and contracts.
* Experience interpreting and/or providing consultation to others regarding federal financial regulations.
* Knowledge of the grant program's award criteria.
* Experience in successfully bringing new federal funding opportunities and relevant partnerships.

ESSENTIAL SKILLS

* Able to convey information efficiently and effectively, including writing, verbal, and presentation skills.
* Strong organizational skills; capable of successfully managing multiple high-priority tasks.
* Able to work well with minimal supervision.
* Active listening skills including understanding, interpreting, and evaluating information from co-workers and responding appropriately.
* Commitment to principles of diversity and inclusivity.