

POSITION DESCRIPTION

INCUMBENT: _____

CLASSIFICATION: Grants & Contracts Development Specialist

DEPARTMENT: Office of the Associate Dean for Research & Faculty Affairs

FUNCTION: The individual in this position will assist faculty and staff affiliated with SIU School of Medicine to provide specialized consultation in the area of interpretation and enforcement of federal, state, foundation, and corporate grant and contract agency guidelines and applications; to initiate action or recommend appropriate decisions to principal investigators relative to applicable guidelines and policy procedures; and to ensure completion of program requirements for sponsored program participation by providing advisement to academic and administrative units.

ORGANIZATIONAL RELATIONSHIPS: The individual in this position will report to the Grants and Contracts Administrator.

DUTIES AND RESPONSIBILITIES: (100%)

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

1. serves as liaison between grant and contract agencies and academic personnel/principal investigators seeking funding to support their activities;
2. monitors changes in federal or state legislation relative to grant and contract opportunities; makes information available to principal administrative personnel involved in sponsored activities;
3. assists in developing policies and procedures guiding the submission and initiation of proposals; monitors and evaluates requests for internal support for proposal completion;
4. presents and/or coordinates workshops and other communication formats; may develop brochures and other training materials as needed;
5. reviews grant and contract proposals for completeness and adherence to agency guidelines;
6. assists in determining priorities of external/internal grants based on application deadlines, grant funding availability, and/or other criteria;
7. assists in maintaining appropriate guidelines and applicable procedures relative to the use of human and/or animal subjects in sponsored programs;

8. coordinates preparation of budget requests with principal investigators/departmental business managers; assists faculty and research support staff in developing and monitoring research budgets;
9. assists with the development of the terms and conditions, and processing through final execution of sub-awards and sub-contracts;
10. assists the Research Policy Committee in developing policies and procedures for the submission of proposals as well as other instructional/research tools;
11. maintains databases and prepares recurring as well as emergent reports to department administrators/units regarding status of proposals, grants and contract opportunities, or related information;
12. processes grant award documents and industry contracts for submission to institutional sponsored programs office; advises departmental units as well as funding agencies regarding institutional award procedures;
13. reviews for institutional compliance and processes agreements for acquisition of research materials by principal investigators;
14. assists with the maintenance of electronic sponsored activities billing and compliance websites for institution;
15. assists in the development and presentation of educational courses to maintain institutional compliance with the Responsible Conduct in Research requirements;
16. represents department administrator/university at meetings, conferences, etc. with regard to grant and contract processing; consults with university departments to implement programs effectively;
17. performs other related duties and special projects as assigned.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. effective organizational skills
2. effective oral and written communications skills
3. skill in operation of computerized office equipment
4. ability to learn programs, practices, laws, and regulations affecting the institution to be served; ability to analyze and explain their impact
5. general working knowledge of federal and state standards and requirements governing grants and contracts and proposals for them

6. ability to exercise independent judgment and to resolve problems
7. ability to work under pressure and deadlines

REVIEWED AND APPROVED BY:

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: Vacant Classification: Grants & Contracts Development Specialist

Position No. (If applicable): _____ Department: Research and Faculty Affairs -SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Close visual acuity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the... I have read, understood and am capable of meeting the physical and...