Grants Analyst/ Sponsored Programs Coordinator
University of Delaware - College of Agriculture and Natural Resources

CONTEXT OF THE JOB:
The Sponsored Programs Coordinator provides support of pre-award and some post-award activities for a variety of faculty and with a variety of Federal and State agencies, foundations, and private industry. Faculty support includes all aspects of proposal submission to ensure compliance with federal, state and university policies and procedures with regards to research administration. The Sponsored Program Coordinator also maintains productive relationships with constituencies related to the contracts and grants operation in the College. The Sponsored Program Coordinator is part of the contracts and grants team in the College of Agriculture and Natural Resources (CANR). Sponsored program expenditures at CANR is approximately $23M annually. This position is responsible for ensuring accurate and efficient proposal submission of contracts and grants from Federal, State, and industrial sponsors, working with faculty and researchers within the four Academic departments and Cooperative Extension within the College.

MAJOR RESPONSIBILITIES:
· Provide in-depth support of pre-award processing including close communication with the PI. Review the solicitation information and sponsor requirements to guide the process including observation of potentially difficult clauses, match requirements, etc.; recommend budget, certifications, effort committed and matching funds requests; interface with subcontract participants, where applicable, to ensure subcontract proposal inputs are completed; verify accuracy prior to submission to the University Research Office.
· Create, collect and review complex proposal information including budget, budget justification, and proposal documents.
· Act as liaison between faculty member and Research Office on all proposal matters.
· In collaboration with the PI, develop competitive proposals in support of securing independent funding for projects; ensure accurate completion and approval of proposal package to the sponsor.
· Recommend matching funds sources and advise PI on optimal use of resources; act as liaison between faculty member and Research Office on all proposal matters.
· Provide leadership and oversight of all Delegated Authority proposals and awards, approximately $200K annually. Assist PIs with proposals, including budgets and budget justifications, and all required documents. Work closely with Industry partners, State and local governmental entities, and Foundations, along with PIs in award acquisition and set-up. Maintain database for proposals and awards. Provide oversight of awards in each of the four departments and Cooperative Extension. Manage invoicing by developing an invoicing schedule, submitting invoices, reconcile payments by sponsors, and follow up on delinquent debts, as necessary.
· Perform miscellaneous job-related duties as assigned.

QUALIFICATIONS:
Bachelor's degree in Business Administration, Accounting, Finance or other related field with two years related experience, or equivalent combination of education and/or experience.
· Skill in budget preparation for contracts and grants – pre-award administration.
· Knowledge of 2 CFR 200 Uniform Guidance and other pertinent external regulations required with ability to interpret, adapt and apply guidelines and procedures.
· Ability to use advanced techniques in spreadsheet and database management.
· Experience with PeopleSoft and various sponsor databases. Query writing and report generations using a variety of data sources preferred.
· Ability to analyze budgetary plans for compliance with approved policies and procedures.
· Excellent interpersonal skills and patience.
· Ability to work independently, strong organizational skills and attention to detail.
· Ability to interpret, adapt and apply guidelines and procedures.
· Ability to communicate effectively with a wide range of constituents on a variety of research management and financial topics.
· Ability to interact well with people of all ages and diverse backgrounds.
Special Requirements:
· Must participate in training sponsored by the University Research Office.

Wage: $25.00/hour for 30 hours per week

Please send resumes to Jed Horwitt at jhorwitt@udel.edu