
Grant Administration

Definition

Administers grants and cooperative agreements, applying knowledge of organizational needs and deadlines. Acquires and applies critical financial concepts and practices, based upon a thorough understanding of the Federal Government.

Key Words: Principal investigator, Program Administrator

Behavioral Indicators:

1. Serves as a primary point of contact concerning grant matters.
2. Plans, directs, coordinates, and manages the various grant functions, including application, awarding, modifying, closing out.
3. Actively collaborates with Sponsor Program to monitor and manage the grant and grant compliance.
4. Takes appropriate actions and applies remedies to protect the University and the award of the grant.

PROFICIENCY LEVEL: Grant Administration

LEVEL I

- Understands and executes the various stages of the grant lifecycle including pre-award review, grant progress monitoring, and award closure.
- Recognizes factors that influence the grants process.
- Coordinates actions with program officials regarding administrative and programmatic issues.
- Develops guidelines for handling and/or adhering to grant changes.
- Communicates expectations and reinforces requirements with grantees.
- Leads activities to ensure grantee compliance with the established grant.
- Analyzes requested budgets and determines awarded budgets.

LEVEL II

- Establishes and maintains realistic budgets
- Draws accurate conclusions from financial information
- Uses financial and other quantitative information to manage resources provided for a project
- Interprets and analyzes the meaning and implications of key financial indicators
- Understands overall financial performance of the organization and the resulting capacity to manage supported projects
- Uses financial analysis to evaluate strategic options and opportunities and recommend effective and practical alternatives

LEVEL III

- Demonstrates absolute responsibility for the overall conduct of a sponsored project, including all technical, programmatic, financial, compliance and administrative aspects.
 - Takes full responsibility for controlling the technical direction and academic quality of the project, and ensures that a sponsored project is carried out in compliance with the terms, conditions, and policies of the Sponsor and the University.
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