Manager - Pre-Award Services and Portfolio Analysis

**Location**

Carbondale, Illinois

**Job Type**

Administrative Professional

**Job Number**

202400192

**Department**

Office of Sponsored Projects Administration-SIUC

**Opening Date**

04/11/2024

**Closing Date**

4/25/2024 11:59 PM Central

**FLSA:**

Exempt

**Description**

The Manager of Pre-Award Services and Portfolio Analysis is a member of the Office of Sponsored Projects Administration (OSPA) management team and will be responsible for the Pre-Award activities of Southern Illinois University Carbondale. This position serves as the responsible OSPA employee in charge of managing various proposals submitted and sponsored project awards received on behalf of the university.

**Examples of Duties**

1. Lead and manage a group of research administration professionals to facilitate and enhance the administration of sponsored programs across SIUC by providing guidance and supervision of all proposal submissions and award acceptance for extramural support following sponsor, federal, and state regulations; university and departmental policies and procedures. The manager will provide expert advice and assistance to faculty and staff related to the development, preparation, and submission of proposals to external funding agencies.
2. Manage, assign, and direct the activities surrounding the proposal submission process for the university, including proposal development and review, proposal tracking, review of budgets and corresponding budget forms, ensuring consistency with F&A rates, compliance with application/sponsor guidelines, and internal university policies and procedures.
3. Develop, review, and update relevant policies, guidelines, and procedures related to all Pre-Award services to facilitate SIUC research. Appropriately assure institutional compliance with federal, state, and university policies and regulations.
4. Negotiate business matters related to externally funded sponsored projects. Facilitate the review of legal terms and conditions with the SIU Office of General Counsel.
5. Review and negotiate as needed all incoming award terms and conditions on behalf of the university. Includes the management of the cost and pricing phase for final awards to ensure all activities between the university and the government appropriately adhere to applicable guidelines.
6. Demonstrate knowledge of principles, practices, and procedures as they relate to sponsored programs, including federal, state, and local regulations, Uniform Guidance, etc.
7. Knowledge of standard terms and conditions as they apply to university funding related to compliance issues regarding humans, animals, conflict of interest, export control, technology transfer, and others.
8. Clarify terms and conditions with sponsors to ensure consistency with university policies, as well as local, state, and federal laws such as related to HIPAA, FERPA, COI, Debarment, etc.
9. Manage Pre-Award’s team processing of all modifications, supplements, no-cost extensions, and any other changes to existing grants and contracts as needed for post-award handover.
10. Manage the issuance of all outgoing sub-awards where SIU is the Pass-Through Entity. This includes drafting sub-awards, evaluating risk, negotiating agreements, and preparing modifications.
11. Advise/train University research administrators and faculty on the research administration process including external agency guidelines and the administrative process regarding sponsored research.
12. Maintain and consistently monitor Kuali Research electronic research administration software. Ensure proposals and awards are processed timely in the system with minimal errors. Responsible for monthly and YTD reporting for proposals as well as awards, if needed. Perform necessary updates and system configurations when a need arises.
13. Expert knowledge of uniform guidance and regulations relevant to sponsored research administration. In addition to knowledge and competency in electronic research administration, including electronic systems currently in use by federal and private agencies and the ability to use and train others in these systems.
14. Ability to effectively interpret, communicate, and apply laws, regulations, and policies affecting sponsored research projects with sponsors and employees; coordinate multiple projects simultaneously; and appropriately assist OSPA’s post-award team in conducting complex financial analysis.
15. Provide professional expertise on current regulations governing the administration of sponsored projects. Maintain a thorough knowledge of regulations applicable to sponsored program administration. This includes federal regulations found in Uniform Guidance, Federal Acquisition Requirements, and State of Illinois laws.
16. Manage the submission of required performance reports such as annual/final research progress performance, invention disclosures, transfer of funded projects, etc., to facilitate Award Closeout in collaboration with post-award teams within OSPA and for system closeout.
17. Demonstrate the ability to delegate business functions for equity within all aspects of Pre-Award Services to empower staff for growth development.
18. Provide Pre-Award periodic reports and metrics to the Director of OSPA to demonstrate the Pre-Award team’s efforts and productivity to support departmental decision-making.
19. Manage, guide, train, and develop the team’s learning programs and materials for reference and to be also leveraged by the research department’s administrative staff and university wide.
20. Perform human resource functions related to, but not limited to, setting expectations, evaluating all Pre-Award staff performance, and managing the day-to-day operations of the team.
21. Perform other duties as assigned.

**Qualifications**

**Minimum Qualifications:**  
**Education:** Bachelor's Degree in Finance, Education, Public Administration, Business Administration or closely related field.   
  
**Experience:**3 - 5 years of experience in sponsored research including proposal submission and contract negotiation.   
  
**Preferred Qualifications:**Masters Degree, Certified Research Administrator, JD

**Supplemental Information**

The Office of Sponsored Projects Administration (OSPA) is a unit of the Office of the Vice Chancellor for Research that promotes research and sponsored project activities within Southern Illinois University Carbondale. All research universities have a central office to oversee sponsored projects (grants and contracts). Grants and contracts are legal agreements for which each university's governing board is liable; consequently, one office on campus is designated to submit grant proposals and accept grant awards on faculty members' behalf. At SIUC, that office is OSPA. OSPA is tasked with central oversight over sponsored activities to ensure compliance with federal, state, and university regulations and policies.

SIU Carbondale, member of the SIU System, is an anti-racist community that opposes racism, discrimination and inequity in any form, and embraces diversity, inclusion, equity, and justice for all people.

SIU Carbondale is an Affirmative Action/Equal Opportunity Employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.

**Apply:** jobs.siu.edu