

Job Level	Grant Facilitator	Professional Level I
Oversight Received	<ul style="list-style-type: none"> * Serving in concert with the Office of Sponsored Programs to compile and review proposals for submission. This position serves in a final review capacity for the college and interacts often with the Dean, Executive Associate Dean, and Associate Dean for Research, as well as Sponsored Programs personnel. 	<ul style="list-style-type: none"> ▪ Close supervision ▪ Frequent monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Prepare budgets that accurately reflect the effort and resource commitments that will ensure budgeted costs are allowable, allocable, reasonable and consistently treated. * Coordinate expenditure planning for a complex portfolio of research projects – forecasting and recommending appropriate solutions for any funding shortfalls with respect to budgets which include support of scientific staff, consumables, scientific equipment, or project travel. * Assist in implementing procedures to facilitate and streamline the proposal submission process including final assembly of proposals and budgets to meet sponsor submission formats. 	<ul style="list-style-type: none"> ▪ Recurring problems with defined solutions
Interaction/ Communication	<ul style="list-style-type: none"> * This position advises and assists PIs with identifying and pursuing funding opportunities with federal agencies, state agencies, industry partners and other potential collaborators as appropriate. * Communicate with faculty, research scientists and project managers on the proper procedures and regulations regarding cost share and facilities & administrative costs; Provides answers to post-award questions for project fiscal officers by utilizing Uniform Guidance – CFR 200, award documents, outside sources (NCURA) and campus resources to facilitate compliance with award terms and conditions. 	<ul style="list-style-type: none"> ▪ Communication typically with those familiar with occupational discipline
University Impact	<ul style="list-style-type: none"> * This position provides oversight of both technical and budgetary components as well as extensive writing, formatting and editing of the business section. 	<ul style="list-style-type: none"> ▪ Acquiring knowledge of University policies and systems ▪ Impact limited to immediate work team
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree and two year's professional experience in statistics, economics, accounting, or finance capacity. 	<ul style="list-style-type: none"> ▪ May require a Bachelor's degree