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# Example of Grant Coordinator Job Description

Our growing company is hiring for a grant coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for grant coordinator

* Correspond with organizations as directed (funding letters)
* Works with Principal Investigators and their support staff to coordinate all aspects of grant submission through InfoEd proposal development
* Reviews grant applications prior to submission to Research Management to ensure compliance with institutional and funding agency’s regulations
* Assist with fund monitoring monthly to ensure accuracy and compliance
* Assist with processing of Journal Entries to reallocate improperly charged expenses
* In coordination with Research Finance, oversees contract billing and receivables
* Assist Principal Investigators with the electronic submission of their bi-annual effort certification reports
* Coordinates and prepares reports for post-award meetings with Sr
* Works with HR and Principal Investigators on the administrative components involved in hiring new staff
* Works with Partners Office for International Professionals & Students (PIPS) on administrative documents needed for hiring International Staff

## Qualifications for grant coordinator

* Prior experience focused on developing efficient and effective operational processes preferred
* Researches new funding sources from a variety of agencies or other private foundations and organizations
* Consolidates, writes, edits, or rewrites proposal input
* Tracks grant applications and awards and provides follow up with funding agency as appropriate
* Coordinates Merit Review process with Investigators for the processing of monthly reviews
* Kronos timekeeping for weekly staff