Our growing company is looking for a grant administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for grant administrator

- Provide full review services prior to submission including review of the budget, budget justification, other required documents, formatting, page-length and other parameters to ensure compliance with the funding agency's requirements
- Ensure submission of proposals per agreed upon timelines
- Responsible for establishing and maintaining a computerized financial management system to allow accurate, detailed and up-to-the minute reporting of financial status and staffing distributions of all grants, special purpose funds
- Responsible for maintaining the solvency of all funds within the Division
- Works with Division Administrator to provide monthly, annual and ad hoc financial reports on all funds
- Responsible for maintaining "other support" data for all professional staff members
- Prepares detailed budgets and justifications for grant applications
- Serves as liaison to NIH and other sponsoring agencies with regard to fiscal and/or administrative concerns
- Serves as liaison to Accounts Payable, Payroll, Purchasing and other Hospital departments
- Responsible for ensuring compliance with all Hospital and government regulation for research involving human subjects

- Interacts extensively with Division Administrator and other staff to assess administrative and financial needs of Division
- Additional requirements include enthusiasm for working in a fast-paced, results-driven environment
- Review RFPs for eligibility, clarify as needed
- Work with faculty to identify and organize all components necessary for grant submission
- Track progress/completion of grant application pieces
- Coordinate/manage efforts of research assistants and others in the pre-grant process