



Example of Grant Administrator Job Description

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Our company is looking for a grant administrator. 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 administrator

- Prepare all financial reports for submission to funders including NIH, other federal agencies and foundations
- Ensure accuracy of expenses charged to grant accounts and resolve erroneous charges in a timely manner
- Review, approve, and submit subcontract invoices for processing and payment
- Maintain dynamic tracking system of all grant submissions and results
- Meet on a regular basis with Associate Chief and Division Administrator to undertake key division tasks related to faculty support as requested (monthly or quarterly)
- Answer questions and provide support to faculty and staff regarding grants management
- Working closely with Clinical Trial Specialist, Protocol Chairs and Specialty Labs to accurately capture protocol related expenses
- Create and/or collect, review, and amend progress report documents
- Track faculty effort on an on-going basis (including actively updating the Personnel module in Insight), pre-reviewing effort certification forms during bi-annual certification process
- Working with Principal Investigators and their support staff to coordinate all aspects of grants submission

Qualifications for grant administrator

- Minimum of 1 year of research administration experience is needed
- Experience with National Institutes of Health (NIH) grant application and monitoring (pre and post award) processes Sponsored Research training
- A high degree of computer literacy in order to utilize various spreadsheet, database, accounting and word processing software packages to assist in grant and financial management
- Skillfully handle issues of sensitive nature with respect to confidentiality, abiding by institutional guidelines