



# Example of Grants & Contracts Administrator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is hiring for a grants & contracts 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 grants & contracts administrator

- Works closely with the research team to develop semi-annual progress reports required by the study funder
- Works with the study team, implementation staff, and stakeholders to develop solutions to overcome implementation and/or data collection-related barriers
- Contributes to the development of peer-review manuscripts, conference abstracts and presentations, industry reports, white papers, and other relevant written products
- Works with stakeholders and the study team to develop and execute novel study dissemination strategies
- Ensures that all stakeholders are actively engaged in the full spectrum of research activities
- As needed within respective portfolio, create trial budgets and monitor recruitment activity
- Prepare close out documentation for PI and work with Research Administration to clear up any deficits or transfer off any positive balances
- Create and submit invoices in a timely manner according to the executed study budget and payment schedule regarding study start-up, ongoing per patient revenue, and all other earned invoiceable payments
- Comply with the funding agency's reporting requirements (as applicable), and consistently provide study teams with ongoing reporting throughout the

- Properly close-out studies in a timely manner in compliance with SOM policy and the requirements of the funding agency, as applicable

## **Qualifications for grants & contracts administrator**

- Ability and desire to complete Research Administration Academy (RAA) and Advanced Grant Manager (AGM) certifications
- Ability to deal diplomatically with people at all levels, solid decision-making skills, and judgment
- Successful experience working in a busy environment with ability to remain calm, flexible, prioritize, multitask, sometime work under pressure to meet strict deadlines
- Previous professional experience related to finance is desired
- Previous experience working with various sponsors and funding agencies is desired
- Experience working with University financial reporting systems including eReconciliation, MPathways, M-Reports, and the Data Warehouse is strongly desired