



Job Title	Grants Administrator
PVN ID	CC-2404-006224
Category	Administrative Services
Location	The CITY COLLEGE of NEW YORK
Department	Grants and Sponsored Programs
Status	Full Time
Annual Salary	\$53,770.00 - \$106,090.00
Hour(s) a Week	35
Closing Date	Aug 31, 2024 (Or Until Filled)

General Description

The City College of New York's (CCNY) Grants and Sponsored Programs (GSP) is an administrative unit in the Office of the Provost. The GSP's primary mission is to provide the campus with professional guidance and administrative support for all sponsored research activities. Our goals are to improve the overall grant preparation and submission experiences for the Principal Investigators (PIs), enhance efficiency in our services, and ensure all sponsored research activities comply with the federal, state and institutional research policies and mandates.

The Grants Administrator is a mid-level position in Grants and Sponsored Programs Office. The primary responsibility of the Grants Administrator is to support pre-award and post-award functional areas within GSP. Pre-award services include identifying potential external funding sources; interpreting sponsor guidelines and City University of New York (CUNY) and CCNY policies; providing advice and assistance on proposal development; preparing budgets and other sponsor forms; and coordinating online proposal submission. Post-award services include providing guidance on Research Foundation of City University of New York (RFCUNY) account management; assisting with sponsor agency requirements and documentation; disseminating fiscal information; assisting PIs in budget modification or other project management functions; and preparing annual or other required reports.

Reporting to the Management Team of GSP, the Grants Administrator will work with PIs to prepare proposals by developing budgets, managing online and hard-copy submissions, responding to requests from sponsoring agencies, and ensuring compliance with submission requirements specified in the solicitation announcements, agency standards and CCNY policies. The Grants Administrator will also be responsible of managing and tracking proposal submissions and preparing reports.

Other Duties

This staff will be assigned to perform tasks associated with pre-award and post-award. Tasks include, but not

limited to:

- Assists Investigators in identifying possible funding opportunities from federal, state, CUNY, and/or private agencies.
- Reviews agency guidelines for proposal submission, ensuring that:
 - Investigators meet eligibility requirements.
 - CCNY meets eligibility requirements.
 - Identify limitations and requirements associated with proposal guidelines, such as budget limitations, cost sharing requirements, etc.
 - Communicate with agency officials if any questions arise regarding submission guidelines.
- Coordinates with Investigator in creating budgets, ensuring that:
 - Budget meets agency funding requirements.
 - Budget meets CCNY and CUNY policies.
 - Investigator receives college endorsement for submission of finalized budget.
 - Partnering institutions provide all necessary information for subcontracts and collaborative proposals.
 - Ensures that proposals are complete and submitted on time.
 - Creates all administrative forms required for proposal submission according to agency guidelines.
 - Coordinate subcontractor budgets and Letter of Commitments.
 - Follows GSP protocols to support Investigators in the submission of grant applications.
- Prepares reports as needed.
- Prepare post-award documents such as cost share reports, effort reports and contract intake forms.
- Communicate and coordinate with other departments or institutions on matters related to the projects.
- Performs other duties as assigned.

Qualifications

Minimum Qualifications:

- A Bachelor's degree from an accredited institution;
- One year (1) of related experience in research administration;
- Strong competence in a computerized working environment;
- Possession of the core competencies related to research administration;
- Fluent communication skills in English.

Preferred Qualifications:

- Strong knowledge of the field of sponsored programs and research administration;
- Working knowledge of various government agency (Federal, NY State and NYC) and corporate sponsored program requirements and practices;
- Working knowledge of the research regulatory environment and requirements for compliance;
- Ability to analyze proposals and contracts and identify areas needing resolution;
- Strong organizational and time management skills
- Knowledge of key office technology and software for tracking sponsored programs;
- Ability to work independently and to be part of a team;
- Ability to set priorities and adjust strategies to changing needs;
- Ability to communicate effectively with and explain complex concepts to diverse constituencies, including

faculty members, staff, colleagues, and internal and external constituents;

- Ability to listen and respond to the concerns/ideas of others;
- Knowledgeable about policy review, data collection, statistical evaluation of data, and strategies for conveying results to users;
- Knowledgeable about legal requirements and institutional policy regarding human subject research, laboratory animal protocols, bio-safety procedures, and other areas related to research compliance.
- Pre-award experience strongly preferred
- Knowledge of Cayuse preferred.