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| <b>Job Title</b>      | Grants Administrator               |
| <b>PVN ID</b>         | MD-2408-006400                     |
| <b>Category</b>       | Research                           |
| <b>Location</b>       | CUNY SCHOOL OF MEDICINE            |
| <b>Department</b>     | Grants & Sponsored Programs Office |
| <b>Status</b>         | Full Time                          |
| <b>Annual Salary</b>  | \$40,000.00 - \$80,248.00          |
| <b>Hour(s) a Week</b> | 35                                 |
| <b>Closing Date</b>   | Jan 31, 2025 (Or Until Filled)     |

## General Description

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The CUNY School of Medicine at The City College of New York (CCNY), is the only medical school in the City University of New York system. Our innovative curriculum allows students to complete both their undergraduate Bachelor of Science (BS) and Doctor of Medicine (MD) degrees in seven years. CUNY School of Medicine also offers a Master of Science degree in Physician Assistant Studies (PA). Our mission is to provide access to medical education to talented individuals from social, ethnic and racial backgrounds historically underrepresented in medicine and to develop health professionals committed to practicing in underserved communities with a special emphasis on primary care and reducing health disparities.

Located in the Grants & Sponsored Programs (GSP) Office of the CUNY School of Medicine and reporting to the Director of the CUNY School of Medicine (CUNY MED) Grants & Sponsored Programs Office, the Grants Administrator will assist Principal investigators (PIs) in the submission of grant applications (Pre-Award) and the management of awarded grants (Post-Award).

## Other Duties

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### Pre-Award Duties:

- Reviews and Interprets submission requirements & agency guidelines from Federal, State, CUNY, and /or private agencies solicitation announcements to:
  - Confirm investigators & CUNY MED meet eligibility requirements.
  - Ensure compliance with sponsor, City University of New York (CUNY) and CUNY MED guidelines, policies, and procedures.
  - Identify limitations and special requirements associated with solicitation announcements, such as budget restrictions, cost sharing requirements, etc.
  - Communicate with agency officials regarding any submission guideline queries and respond to requests.

- Assists PIs with the development of proposal budgets to ensure:
  - Budget meets agency funding requirements and adheres to CUNY MED and CUNY policies.
  - Finalized budgets are approved by the GSP Director.
  - Timely receipt of all documents from partnering institutions such as subcontractor budgets, letters of commitment, and other necessary information.
  - Proposals are complete, validated, and submitted on time.
  - Compliance with CUNY MED GSP protocols to support Investigators in the submission of grant applications.
- Provide PIs guidance and assistance for proposal development including preparation of administrative forms that comply with agency guidelines and requirements.
- Manage and track data for proposal submissions, Notice of Grant Awards (NOGAs) and prepare reports.

#### **Post-Award Duties:**

- Coordinates with RFCUNY to assign account numbers to funded proposals.
- Provides assistance to PIs to manage RFCUNY accounts and electronic systems.
- Assist with post award tasks, such as preparing budget modifications, no cost extensions, cost share reports, effort reports, contract intake forms, close out reports, and other required documentation as required by CUNY, CUNY MED, and funding agency requirements.

#### **Other Duties:**

- Assists in preparing reports as needed.
- Communicates and coordinates with other departments or institutions on matters related to sponsored programs.
- Serves on committees and convenes groups as needed.
- Participates in relevant professional activities and personal development in the field.
- Performs other duties as assigned.

## **Qualifications**

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#### **Core Competencies:**

- Working knowledge of the grant proposal submission process and sponsored program and research administration.
- Ability to communicate clearly and effectively with Principal investigators, staff, associates, and government agencies & foundation officials.
- Working knowledge of various government agency and corporate sponsored program requirements and practices.
- Ability to develop and revise budgets as in accordance with CUNY, CUNY MED and funding agency requirements.
- Working knowledge and proficiency in key office technology and software used for submitting and tracking sponsored programs.
- Ability to set priorities and adjust strategies to meet the changing needs of a dynamic work environment.

#### **Minimum Qualifications:**

- Bachelor's degree from an accredited institution **AND**
- Three (3) years of experience in sponsored programs and grants administration or related field **AND**
- Possession of the core competencies related to research administration AND;
- Fluent communication skills in English.

**Preferred Qualifications:**

- Master's degree from an accredited institution.
- Experience in sponsored programs and grants administration within the CUNY system.
- Experience working with RFCUNY electronic systems and knowledge of RF policies & procedures.
- Strong knowledge of various government agency (Federal, NY State and NYC) and corporate sponsored program requirements and practices.
- Experience using systems for grant proposal submission such as Cayuse 424, Grants.gov, NYS Grants Gateway, DOD eBRAP, and NSF Fastlane.