

GRANT/CONTRACT ADMINISTRATOR I *

Function of Job:

Under general supervision of designated supervisor and senior Grant and Contract Administrator, administer assigned standard proposals to and awards from external sponsors, including reviewing, negotiating, recommending acceptance or rejection and establishing accounts on behalf of USNH, and assisting senior Grant and Contract Administrators in managing sponsored program awards.

Characteristic Duties and Responsibilities:

1. Develop and maintain expertise in applicable federal/state/private agencies' regulations/procedures and UNH cost accounting standards, and USNH policies and procedures.
2. For assigned standard projects, develop, review, and recommend submission of proposals, including review of all aspects of budgets and budget justifications; completeness of proposals, assurances and certifications, and cost share requirements to ensure compliance with USNH and sponsor regulations.
3. For assigned standard projects handle all aspects from pre-award to close-out, including handling NFE requests, establishing budgets, notifying campus contacts, monitoring expenditures and awards, obtaining sponsor approvals as required, and providing assistance to project directors, business managers, and senior Grant and Contract Administrators on awards for financial, budgetary and administrative matters.
4. Assist in negotiating, establishing, monitoring, and closing sub-agreements, including obtaining required certifications and costing policies, monitoring costs, and advising appropriate administrators of non-compliance.
5. Develop experience with complex grant/contract proposals by assisting senior Grant and Contract administrators in conducting legal and financial reviews prior to proposal submission, negotiations before account establishment, and review and interpretation of terms and conditions to ensure USNH compliance.
6. Establish accounts and budgets in the financial accounting system; collect and prepare information related to grant and contract activity for other management information systems; develop and maintain expertise in relevant USNH research administration databases and systems.
7. Review correspondence and budget change requests and prepare materials and/or response as assigned by senior Grant and Contract Administrator and maintain office proposal and awards files.
8. Maintain confidentiality in communicating sensitive information, handling materials such as proposals, awards, records, files, and personnel actions.
9. Perform related duties as assigned.

Minimum Acceptable Qualifications

1. High school graduation and six years in finance and/or administration, or Associate's degree and four years experience.
2. Keyboarding and computer skills, such as word processing, email, spreadsheets, data base management, and software applications as required by department.
3. Experience with financial information systems.
4. Organizational and analytical skills.

Additional Desirable Qualifications

1. Work experience in college/university environment.
2. Advanced computer skills

2/28/2005
System Approval

10/11/2004
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 7/19/84 as "Contract Administrator I" and revised 9/1/87 and 9/26/90 as "Grant/Contract Administrator I (exempt)."