**FISK UNIVERSITY**

**Job Description Form**

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**Position Title:** Director of Sponsored Research and Programs

**Department:** Office of Institutional Advancement

**Reports To:** Vice President for Institutional Advancement

**FLSA Designation:** Exempt

**Bargaining Unit Position:** N/A

**Date Written/Revised:** January 2013

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POSITION SUMMARY

The Director of Sponsored Research and Programs is responsible for the overall direction and effective management of the University's externally funded programs, including pre- and post-sponsored award activity. This includes: daily administration of the Title III Program, oversight of for each Title III activity, development of effective administrative compliance policies and procedures, ensuring proper resource allocation, identification of funding sources, funding acquisition, regulatory compliance, recordkeeping, and maintaining systems for all grants and awards.

ESSENTIAL FUNCTIONS

**In support of the University's established strategic goals, priorities, and objectives, ensures that quality-efficient services and compliance monitoring are provided by the Office of Sponsored Research and Programs and through administrative oversight of federal Title III funded activities.**

**A. Develops and recommends plans, programs, and policies to increase grants and contracts that support the University's strategic objectives:**

- Oversees the preparation of Title III plans of operation as well as other institutional based proposals to fund major University initiatives.
- Evaluates the University's possibilities in relation to specific RFPs and grant announcements.
- Identifies funding for professional development for staff and faculty and to support academic programs of the University.
- Reviews individual grants proposals with faculty and staff to ensure compliance with funding agency policies, compatibility with the University strategic priorities, and other funding implications.
- Creates and fosters an environment of support for the University research community.

**B. Trains, guides and assists Title III activity directors, faculty, and administrators in best practices for submission of grant proposals and in accomplishment of post-award program goals that support the University's strategic objectives:**

- Provides technical assistance to Title III Activity Directors and Principal Investigators to ensure that they are meeting their objectives during the designated time period
- Ensures that the Title III Program and other appropriate external grants are evaluated a minimum of one time each year to ensure compliance with Agency regulations and requirements
- Develops and maintains a resource library of funding sources (research foundations, commodity groups, private companies, government agencies)
- Develops and maintains a database of areas in need of funding or research interests so that funding opportunities can be forwarded, as appropriate
- Disseminates timely electronic information about external funding opportunities to University personnel on a regular basis
- Directly informs specific faculty and staff about opportunities in their particular field or area of expertise and research interest
- Initiates, plans and provides training lectures and workshops for faculty and administrators on the University's specific procedures for application to external funding agencies/organizations
- Develops effective handbooks and training materials to assist faculty and administrators in the preparation of grants and contract proposals, budgets and post- award administration
- Assists faculty and administrators to interpret and accomplish post-award program objectives, and preparation of reports and no cost extensions

**C. Provides effective direction, oversight and monitoring of all externally funded programs to facilitate and ensure institutional compliance with regulations and University protocols:**

- Develops and implements appropriate policies and procedures to coincide with applicable pre- and post-award sponsored program and Title III compliance requirements
- Coordinates Title III activities in a manner that will facilitate maximum effectiveness and utilization of program resources and personnel
- Provides oversight for post-award management, including assisting and ensuring that principal investigators properly requisition personnel (comply with all University appointment and hiring procedures), purchase equipment and procure other materials and supplies
- Reviews requests by external sponsors
- Supervises the preparation and pre-approves all correspondence with external funding agencies and organizations, including:
    - Coordination with the Business Office in the preparation and negotiation of the Facilities and Administrative Rates Proposal and the Fringe Benefits Proposal submitted to the U.S. Department of Health and Human Services.
    - Coordination with the Business Office in the preparation and submission of financial statements and cost reimbursement billings to federal and private awarding agencies

- Reviews and pre-approves all award modifications, implementation schedule revisions, extension requests, and negotiates with funding agency/organization representatives concerning these issues
- Prepares and administers all sub-awards to partner institutions, as applicable.
- Directs the establishment and maintenance of essentials records and files related to sponsored program grants and contracts
- Administers and interprets applicable federal and/or State laws and regulations regarding grant implementation and ensures the University's compliance of awarding agencies' regulations of post-award activities, including:
  - Federal Acquisition Regulations (FAR).
  - The International Traffic in Arms Regulations (ITAR).
  - Export Administration Regulations (EAR).
  - Office of Foreign Assets Control (OFAC).
- Maintains a current working knowledge of the University's policies and procedures, including, but not limited, to University services, activities and personnel policies
- Follows and ensures compliance with University policies, such as purchasing, contracts, personnel, etc.
- Ensures compliance with applicable recordkeeping and procedural regulations
- Ensures the confidentiality of all personal information relating to students and personnel; limits exposure to confidential information on a job-related and authorized need-to-know basis only
- Maintains an on-going customer satisfaction process

**D. Professionally represents the University in liaison with external funding agencies/organizations and with applicable University consultants**

**E. Serves as an effective liaison with the Title III Program Office, independent evaluators, and other external funding compliance officials**

**F. Provides effective oversight of the University's IRB Committee to ensure compliance with regulations regarding human subjects.**

**G. Develops and maintains effective communication channels for the Title III Program and the Office of Sponsored Research and Programs.**

**H. Develops, oversees and ensures the effectiveness of the Office of Sponsored Research and Programs intranet:**

- Ensures that an up-to-date directory of principal investigators and their contact information is maintained on the intranet site.
- Ensures that a current listing of grant and contract opportunities is maintained on the intranet site.

ORGANIZATIONAL RESPONSIBILITY

- Supervises the duties of the Office Manager and other assigned personnel.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

**Required Ability to:**

- Effectively lead and direct the University's Office of Sponsored Research and Programs' services and personnel to meet desired University objectives.
- Direct, monitor, and facilitate the University's Title III and Office of Sponsored Research and Programs' activities to ensure the accomplishment of grant objectives.
- Research and analyze the effectiveness of Title III and the Office of Sponsored Research and Programs' operations to arrive at valid conclusions, recommendations, and plans of action.
- Exercise initiative and sound judgment in making decisions, in interpreting and applying internal policies and governmental regulations, in delegating responsibilities and in planning and analyzing Title III and the Office of Sponsored Research and Programs' services.
- Direct the efficient allocation and economical utilization of Title III and Office of Sponsored Research and Programs' services, equipment and supplies.
- Conduct effective meetings and training sessions.
- Effectively communicate through the development and composition of complex analysis reports and correspondence, and through related presentations to senior leadership and management.
- Effectively deal with individuals at all business levels and various situations that require tact, judgment, and the highest level of integrity.
- Relate to people in a manner as to win confidence, support, and understanding in the purposes, programs, and goals of the University.
- Professionally represent the University in a number of diverse settings, including active participation in industry and/or community associations and events.
- Maintain strict confidentiality in all matters pertaining to personnel and operational management matters.
- Effectively plan, prioritize, coordinate, manage and direct multiple projects and activities with varied deadlines, requiring extensive follow-up and timely completion.
- Periodically work extended workdays and weekends to meet desired objectives and deadlines.
- Lead and positively support University change initiatives established by executive leadership.
- Consistently demonstrate responsibility, accountability, and dependability.
- Possess knowledge of related policies and regulations of federal, state, local and private agencies.
- Possess expertise in use of Microsoft Suite (e.g., Word, PowerPoint, and Excel) and Banner software; experience in usage of Banner grants management module preferred.
- Strong technical and professional background in grants/contract administration.
- Demonstrated ability to deal effectively with diverse personnel.
- Analytical and negotiating skills.
- Ability to organize, set priorities and work under time constraints.

**Required Knowledge:**

- Expert understanding of federal regulations and agency guidelines for grants management, sponsored research and Title III, including EDGAR, NSF, USDOE, NIH, NEA and NEH; A-110 and Circular A-21.
- Familiarity with issues of contract based research and development compliance.
- Management practices within a higher education environment.

- Proper use of English language, business English composition, spelling, and punctuation
- Expertise in grant writing

QUALIFICATIONS

The above skills are *typically* acquired through the following *minimum* education, training and experience:

**Education:**
A Master's degree from an accredited college or university; Ph.D./Ed.D./J.D. preferred

**Experience:**
- Ten years of related professional experience, with five years of experience at an institution of higher education and evidence of leadership success
- Five years of supervisory experience, preferably in higher education
- Experience in federal and state grant administration, including pre- and post-award activity and program evaluation strategies

**Licenses or Certificates**:
- Certified Research Administrator credential or earn within one year of employment

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions prevail. The noise level in the work environment is moderate**.**

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.