Job Description

Job Title:	Senior Pre-Award Specialist	**Job Family:**	Inst. Research
Type:	Classified – Exempt	**Job Code:**	19145
Department:	VP Research	**Salary Grade:**	63
Reports to:	Research Service Center Director	**Created/Revised:**	09/2022
Work Modality:	On Campus		

This position is part of a market adjustment implemented in Spring 2022. New hires salary offers should at least be at the minimum salary established for this position based on the market adjustment. Please contact Compensation at compensation@utsa.edu with any questions.

Job Summary

Provide highly technical support and guidance on all pre and post award administration activities in the Research Service Center (RSC).

Core Responsibilities

1. Responsible for overseeing the development, submission, administration, and monitoring of all grants and contracts. Serves as technical leader/overall expert and provides guidance to Research Award Administrators on all issues. Serves as the backup to the RSC Director and manages the Center in the Director's absence.

Pre-Award Concentration

2. Obtains and reviews funding requirements and identifies critical issues for Research Award Administrators (RAA's).
3. Assists in the development of and certifies that sub-recipient documentation for proposal submission is accurate.
4. Reviews proposal narratives to verify cost sharing commitments, space requirements, export control, and faculty commitment.
5. Reviews final proposal and budget to ensure documentation is complete. Works with funding agencies if additional documentation is required.
6. Manages grant award negotiations and updates budgets or changes in scope.
7. Provides assistance in highly complex proposal submissions. Ensures proposal submissions meet the requirements of the institution and sponsoring agency.
8. Facilitates the development of complex proposals involving more than one college and/or more than one institution.
9. Manages the RSC (Research Service Center) in the submission of proposals for internal proposal competitions.
10. Verifies that proposals are ready for submission and submits with RSC Director's authorization. Ensures all deadlines are met in the RSC.
11. Assist the RSC Director in providing training to faculty on appropriate systems.
12. Works with all Office of Research Integrity Offices and with grant management data.
13. Provides guidance to pre-award Research Award Administrators on all issues.

Post-Award Concentration

14. Works with the post award RAA's on complex post award issues.

15. Finalizes award set-up and assigns account number.
16. Monitors time and effort and approves expenditures over $5,000. Prepares and issues a variety of expenditure and other reports.
17. Reviews billings and revenue collection and expenditures associated with certified recharge centers or specialized research units.
18. Sets up and verifies receipt of cost sharing and allowability of program income. Reviews timeliness of cost sharing expenditures. Reviews and approves accounting documents.
19. Approves no cost extensions and submit approvals to federal agencies. Approves cost transfers and reconcile accounts.
20. Submits invention notices to the federal government. Coordinates with Technology Transfer and submits final invention report to federal government.
21. Corresponds with the federal government and other sponsors on financial matters.
22. Verifies that all progress, financial and final technical reports have been sent to the sponsor.
23. Verifies that all sub-recipient final reports have been received by UTSA for close out of an award.
24. Monitors budgets and performance metrics.
25. Provides guidance to post award RAA's on all issues.
26. Promote a culture of safety and environmental protection by working in a safe manner; immediately reporting unsafe situations, spills, and accidents; following University safety plans/procedures/protocols; and participating in appropriate safety training.
27. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
28. Performs other duties as assigned.

Minimum Requirements

Education/Certifications
- Bachelor's degree from an accredited institution. May substitute Master's degree with 4 years of experience or High School with 10 years of experience.

Experience
- Six years of grant/research administration experience.

Knowledge Skills & Abilities

- Excellent interpersonal skills.
- Ability to handle complex multiple tasks effectively.
- Broad knowledge of processes, protocols and procedures regarding budget, account and fund management, personnel management of labor contracts and human resources policy.
- Broad knowledge of financial analysis and reporting techniques, human resources and risk management planning, accounting, and payroll.
- Broad knowledge of common campus specific and other computer application programs.

Core Competencies
Instructions: Select the appropriate Competency section below based on position. **Options**: *Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

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Working Conditions

Working Environment:
- Office Environment.
- Personal computer and standard office equipment.

Physical Demands:
- Describe any Physical Demands of the Position