



**Job title:** Research Administrator  
School of Medicine/Nursing Management Center (MNMC)

## **OCCUPATIONAL SUMMARY**

*Experience in research administration/award management in an academic medical center is essential*

Perform award management activities for a central unit within the Medicine/Nursing Management Center (MNMC). Award management activities may include award review and set-up to facilitate appropriate long-term management, facilitating the progress of the sponsored project by safeguarding project funds, and assisting with financial compliance issues. *Remote work is an option for this position under specific circumstances.* Interested parties should apply online [here](#).

## **WORK PERFORMED**

### **Proposal Review and Approval**

- Assist PIs and Grant Managers in the development and submission of accurate proposal budgets and compliant proposal materials by interpreting sponsor guidelines, University policies and Federal regulations.
- Review proposal budgets for accuracy, correct rates, and allowability of items proposed. Suggest changes when issues are identified
- Ensure that non- central approvals, appropriate clearances and required compliance approvals (such as human subjects, laboratory animals, export controls, COI, or biohazardous materials) have been obtained for the project.
- Ensure that all required documentation for subcontractors is complete prior to submission of the proposal.
- Review the proposal to ensure the completed proposal package meets sponsor submission standards.

## **Award Review and Set-up**

- Review the Notice of Award (NOA) or other awarding mechanism terms and conditions and note changes, additional terms, etc. Communicate with the project's PI or designated administrator on issues related to the award.
- Request and review revised budgets if needed.
- Review award and project for compliance requirements.
- Process awards in a timely manner; notify appropriate central offices of new awards and notify department administrators that an award has been received.
- Act as a liaison between sponsors and investigators during a project to resolve issues.
- Communicate with the project's PI or designated administrator on award issues.
- Establish appropriate fund code and subcode structure to ensure accurate reporting and assist in overall ease of award management

## **Financial and Administrative Management**

- Prepare financial reports and billings for sponsored projects; monitor compliance with Sponsor's terms and conditions and University's policies and procedures; reconciles all financial information on Sponsor reports to University general ledger; review for compliance and cash flow issues, and resolve identified problems.
- Review award documentation to determine appropriate assignment of cost object and Master Data in accordance with the Sponsor's terms and conditions and University's policies and procedures.
- Identify destination of revenue received from Sponsors and determine appropriate General Ledger Account.
- Notify Department Administrators of new cost objects and determine if a new cost object is required.
- Notify Department Administrators of past due financial reporting deadlines.
- Maintain files of sponsored projects financial reports and close out packages including entering appropriate Master Data and Plan allocations.
- Review and approve post-award documentation regarding Purchase Requisitions and other University or Sponsor reports, as required.

- Review for accuracy indirect costs and fringe benefits charged to project when preparing financial reports.
- Assist Departmental Administrators and Principal Investigators with questions regarding the post-award administration of sponsored projects.
- Assist with special projects and perform other related duties incidental to the work described herein.
- Pay and assist in the management of sub-recipient awards.
- Monitor effort reporting.
- Maintain files on each sponsored project adequate for inspection by internal and external auditors and serve as a liaison and negotiator with all auditors. This includes detailed records of invoices issued, cash received, and balances due by fund.
- Act as the primary contact point for external financial audits related to sponsored projects
- Render invoices, letter of credit draws, financial reports, billings, and property reports to granting agencies on a timely basis as required by regulation or contractual agreement in coordination with departments.
- Resolve payment problems with sponsors.
- Communicate with the project's assigned financial administrator on any financial issues related to a project
- Provide administrative oversight for any proposed award changes to ensure appropriate level of approval is sought
- Act as a liaison between sponsors and investigators during a project to resolve issues
- Approve consultancies or outside service contracts
- Ensure timely financial closeout of sponsored projects per university and sponsor requirements.
- Assist with timely final technical patent reporting of sponsored projects per university and sponsor requirements

### **Monitoring and Compliance Oversight**

- Monitor awarded/funded projects for compliance within the regulatory framework established for the University and its components

- Monitor awards made to subcontractors.
- Provide oversight regarding all financial compliance.
- Monitor financial transactions for certain categories of expenditures to ensure compliance with applicable regulations.
- Keep abreast of changes involving internally and externally imposed policies and procedures Responsible for interpreting policies regarding allowable costs.
- Assist with resolution of financial non-compliance.
- Investigate non-fraudulent financial compliance questions/issues using available resources such as sponsor regulations, University policies and procedures, and the network of informed individuals such as the PI, Departmental or Research Administrator, Business Manager, Chair or Dean.

### **Minimum Qualifications**

- **Education:** Work requires communications, analytical and organizational skills generally acquired through completion of a bachelor's degree program. Research or grants education and/or certification is preferred.
- **Training:** Successful completion of required department training such as Application Development, Management and Resources, Introduction to Research, Financial Services Introduction to R3, Introduction to Duke GL, Introduction to Accounting, Sponsored Research Reporting, Research Administration at Duke (on-line), Basic Compliance (on-line) within first six months of hire is required.
- Successful completion of the Research Administration Academy (RAA) is expected. Employees hired into this classification without RAA training will work closely with their manager to schedule and complete the training within 12 months.
- Upon successful completion of expected training, the employee must maintain Research Administration Academy (RAA) certification by completing continuing education requirements.

### **Preferred Skills**

- Proficiency with Microsoft Office Suite (Excel, Word, Power Point), Adobe Acrobat, as well as a willingness and ability to master a proprietary SAP database tool and other applications.
- Communication and collaboration skills to support work as an individual contributor and as a member of cross-functional teams
- Excellent communication skills

- Ability to work with diverse groups of people
- Flexibility and ability to work on multiple initiatives simultaneously

To apply:

RESEARCH ADMINISTRATOR – School of Medicine/Nursing Management Center (MNMN) (113511)

<https://career4.successfactors.com/sfcareer/jobreqcareer?jobId=113511&company=dukeuniverP1>