

# Duke University School of Medicine/Nursing

## Office of Research Administration

### Job title: Research Administrator

#### OCCUPATIONAL SUMMARY

**Pre and/or post grant awards experience is essential.**

Performs pre- and/or award management activities for the Schools of Medicine and Nursing. Pre-award activities include reviewing department proposals prior to submission and ensuring all applications meet University policy and Federal regulations, award review and set-up to facilitate appropriate long-term management. Award management activities include facilitating the progress of the sponsored project by reviewing prior approval requests, rebudgets, extensions, and managing the closeout process. The successful candidate will be assigned either to pre-award or award management as a primary function, but will be crossed trained to provide coverage for the other. *Remote work is an option for this position under specific circumstances.*

#### 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 applications for institutional risk issues, accuracy, correct rates, and allowability of items proposed. Facilitate changes when issues are identified.
- Review the application to 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, including electronic system requirements for each sponsor.
- Ensure that applications are submitted in a timely manner

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

- Review the 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.
- Initiate/approve account set-up for new projects
- Process awards in a timely manner; notify TBS of new awards and notify department administrators that an award has been received.

### **Award Management**

- Act as a liaison between sponsors and investigators during a project to resolve issues or make prior approval requests.
- Communicate with the project's PI or designated administrator on award issues.
- Review re-budgets, CAS, no-cost extensions, carryover requests, closeout requests, prior approval requests, residual balance requests and other award management actions.

### **Miscellaneous Duties as Assigned**

- Keep up-to-date of changes involving internally and externally imposed policies and procedures
- Act as a resource for any compliance questions/issues using existing knowledge, experience and available resources (e.g., sponsor regulations, University policies) for supporting and/or providing guidance within ORA and the SOM's research community
- Special projects/initiatives as identified by department leadership

## **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.