

**JOB TITLE: SPONSORED PROJECTS OFFICER**

Job Code:  
Department: Research Institute

FLSA Status: Exempt  
Date:

**GENERAL DESCRIPTION**

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The Sponsored Projects Officer (SPO) is responsible for the compliance oversight of grants and contracts for all sponsored research. The SPO provides proactive guidance and support to Principal Investigators (PIs) and staff with proposal preparation and submission; contract award negotiation and acceptance; and overall management of sponsor compliance.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

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1. Serves as primary contact with the sponsor to clarify proposal guidelines, funding priorities and to assess submission deadlines and award reporting requirements.
2. Ensures adherence to institutional policies and sponsor guidelines for funding applications, and performs final administrative review of proposal submissions.
3. Liaise with the Office of Compliance, Office of Technology Transfer Commercialization, Legal Services, Human Resources, Research Finance, other Research Institute departments and centers; Division Chiefs, Center Directors and hospital administrators and others as necessary to support the pre- and post- award management of sponsored research.
4. Coordinates the negotiation and execution of awards and modifications with sponsors.
5. Assists in aligning the Research Institute's policies and practices with sponsor's requirements (including indirect cost recovery, cost-share, space requirements; reporting requirements; and patent and property rights).
6. Works with sponsors, administration, PIs and research staff to resolve programmatic and compliance issues.
7. Disseminates information on changes with NIH and other sponsors guidelines, forms, requirements, regulations, etc., and provides formal and informal training for faculty and staff.
8. Active member of the administrative research support team, facilitates meetings as needed to effectively oversee compliance with institutional, local, state, federal and other sponsor requirements and regulations;
9. Maintains a high level of professional knowledge through self-study, research, participation in professional development, and attendance at webinars and conferences.
10. Performs additional duties, as assigned.

**REPORTING RELATIONSHIPS**

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Reports to: Lead Sponsored Projects Officer

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

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1. Bachelor's degree or equivalent experience required; Master's degree preferred.
2. Experience in proposal development and management of grant/contract mechanisms required.
3. Excellent oral and written communication skills, highly organized, and flexibility is required.
4. Analytical and organizational skills required to compile and analyze grant/contract proposals and other data related to sponsored projects, and to manage multiple on-going activities and deadlines.

**MINIMUM PHYSICAL REQUIREMENTS**

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Note frequency as Constantly (67-100%), Frequently (34-66%) and Occasionally (0-33%) for each requirement. Also note any lifting requirements with pound limit.

Pressure in this position will vary depending on the workload. The workload will be heavy but manageable most of the time. Pressure may arise in the face of deadlines associated with proposal submissions and contract negotiations.

- Sitting - Constantly
- Stooping - Occasionally
- Standing - Occasionally
- Talking on the phone or in person – Constantly
- Walking – Constantly
- Pulling/Pushing File Draws – Frequently
- Kneeling – Occasionally
- Finger Dexterity – Constantly