

# position description

Date: March 2021

Title: Grant Specialist 2

Department: Genetics and Genome Sciences

School/Management Center: Medicine

Location: Biomedical Research Building

Supervisor Name and Title: Michelle Yanick, Director, Administrative Operations

## POSITION OBJECTIVE

Working independently and with a high degree of discretion and proactive judgment, the Grant Specialist 2 will ensure efficient financial and administrative operations for sponsored and non-sponsored funds for principal investigators in the high-volume, fast-paced and dynamic environment of the Department of Genetics and Genome Sciences at Case Western Reserve University, School of Medicine. This position is a central position in the administrative structure of the department. The grant specialist will provide life-cycle support for both single site and complex multi-site, multi-project grants. The grant specialist is a member of a faculty support team that provides the best possible customer service to the principal investigator and lab members in support of their research activities. This position will use independent judgment and problem-solving skills to ensure compliance with sponsor and donor regulations, school and university policies and department procedures.

The grant specialist has authority to accomplish major objectives, investigate and resolve matters on behalf of leadership and formulate, shape, interpret and implement management policies or operating practices. The grant specialist will assist faculty in utilizing the university's funding proposal software (SPARTA), as well as government submission software such as ASSIST and Workspace. This position will create monthly financial reports for the director and administrative operations, including, business model development and execution; understand and manage regulatory compliance, manage a mixed portfolio of funding types per faculty member and provide faculty with information on hidden costs, e.g., space, utilities, supplies and technology to perform accurate rate projection.

## ESSENTIAL FUNCTIONS

1. Oversee and manage all financial, administrative and planning aspects of the assigned research portfolio in 1) Genetics/genomics and whole genome analysis, 2) Neurogenetics; cancer genetics; epigenetics, 3) Model organisms for the study of human genetic disease, 4) Small molecule and drug development, 5) Stem cells, including induced pluripotent stem cells, 6) Cystic Fibrosis. Project budget needs (including research staff retention/placement) by analyzing accepted projects on both a short and long-range basis. Make projections based on multiple items and unknown variables, analyze budget variances and recommend courses of action. Coordinate relationships with external customers, affiliated hospitals, etc. by communicating with faculty, staff and management at those locations to assist in providing service quotes and possible service contracts through School of Medicine Core Facility. Act as the primary contact for information gathering, analyze the need from an administrative perspective and make sure the best process is used to get the project facilitated between Case Western Reserve University and other parties. Assign staff effort prospectively based on analysis of projects and complete salary adjustments based on analysis. Prepare various analytical reports in written and graphical forms based on management needs. (20%)

2. Oversee and manage all financial and administrative functions for faculty and research staff members in the assigned portfolio, including grant administration, monitor of all compliance requirements and research progress, both internally to the university and across institutions. Administer post awards, create fiscal forecasts and monthly monitoring/understanding of expenses from both federal and private sponsors. Approve and monitor expenditures. Work with director to prepare annual departmental budgets and quarterly forecasts. Analyze past finances and forecast out for the current fiscal year and future years' business to include income and expenses to assist with budgeting efforts. Perform routine budget analysis on each project award to ascertain correct award amounts for parent and sub accounts as well as single projects and subcontracts. Process petitions and IPAS forms to assure continuous research activities. Monitor amount of startup packages and assist with recruitment goals. Supply projections through end-date with available direct cost balances on a monthly basis to each principal investigator along with other project information that facilitates the smooth running of each project. Conduct monthly effort/salary allocation reviews based on the workflow within each project. The research and training programs require constant monitoring and analysis to ensure that income and expenses are in sync and that effort is appropriately assigned to allow faculty and staff to confidently certify their bi-annual effort. (20%)
3. Administer pre award grant submissions. Assemble, review, edit and/or correct all grant applications and post award progress reports requirements for faculty, research staff and students for accuracy and thoroughness prior to submission through the electronic signature process. Advise and direct faculty on budget development and justifications for proposal submissions. (15%)
4. Administer post awards, including creating fiscal forecasts and monthly monitoring/understanding of expenses for over \$17 million in grant support from both federal and private sponsors. Approve and monitor expenditures. (15%)
5. Facilitate contract/affiliation negotiations and management. Coordinate large, complex research projects with multiple funding sources between multiple institutions, to include, but limited to Children's National Medical Center, Cleveland Clinic Foundation, Massachusetts General Hospital, Whitehead Institute and other local, state, national institutions. Manage administration of multiple complex grants including center grants, training grants, clinical trials, etc., to include, but not limited to T32, U01, P01, multiple NIH, DOD and NSF grants, as well as foundation awards. (10%)

#### NONESSENTIAL FUNCTIONS

1. Develop and implement strategies for communication, quality control and required reporting activities for individual projects and cores and for the overall grants. Develop cost control and monitoring programs. Guide individual project and directors on requirements to be met and work closely with members of internal and external advisory boards to assure reports address necessary elements. Develop and implement appropriate assessment measures and systems to monitor progress and evaluate projects and cores to facilitate specific and overall reporting. Work with the program directors and advisory committees to plan and implement changes in projects and activities. (5%)
2. Oversee and manage the production of multi-investigator and multi-institutional grant applications, reports and advisory board materials. (5%)
3. Develop and enhance database and reporting systems for searching, organizing and maintaining sponsor required information and developing targeted reports to meet sponsor requests as well as collaborators' institutional and research needs. As required by NIH and CDC program staff, direct the creation of a website and other electronic mechanisms to publicize NPDSC achievements and to advertise the program widely. (5%)

4. Train staff in departmental proposal submission, award management and Core/iLab policy and procedures. Function as a technical resource and advisor on financial and regulatory issues to faculty and staff. Provide leadership, advice and guidance regarding financial and administrative policies and procedures. (5%)
5. Serve as backup for financial management for the Department of Genetics and Genome Sciences. (<1%)
6. Perform other duties as assigned. (<1%)

## CONTACTS

Department: Daily and frequent contact with faculty and staff of the Department of Genetics and Genome Sciences for day-to-day support, to resolve issues and maintain workflow, oversee and manage the production of grant applications, report and advise, develop and implement strategies and policies.

University: Daily contact with the School of Medicine Research Office; Office of Sponsored Projects for post-award federal reporting; Grants and Contracts Office for pre and post award submissions, awards, speedtype assignments and explore funding opportunities; and collaborating departments' administrative staff for day-to-day resolution of issues that may come up regarding grants and contracts.

External: Regular contact with all departments (VA/UH/CCF) affiliated with SOM. Contact with federal funding agencies, industrial and nonprofit funding agencies. Contact with collaborators and administrative operations staff at other institutions; facilitate contract/affiliation negotiations and management to coordinate large, complex research projects with multiple funding sources between multiple institutions.

Students: Occasional contact with student employees to train on department policies and procedures.

## SUPERVISORY RESPONSIBILITY

May supervise student employees.

## QUALIFICATIONS

Experience: 3 to 5 years of experience in financial management including operational finance management required. Grant management experience preferred.

Education/Licensing: Bachelor's degree in accounting or related business field required.

## REQUIRED SKILLS

1. Thorough and current understanding of the web-based application processes for proposal submissions and transmissions preferred.
2. Thorough understanding of federal guidelines and university policies regarding grant proposals.
3. Excellent oral and written communication skills and interpersonal skills. Professional and effective verbal and written communication skills; ability to present and articulate ideas, plans, etc.
4. Demonstrated ability to interpret and apply NIH guidelines and to guide others in learning and managing complex projects.

5. Ability to understand the goals of the projects and funding and to develop the necessary operational systems to implement them.
6. Strong organizational skills: ability to multi-task, prioritize and meet deadlines. Must demonstrate attention to detail and accuracy, time management skills and follow-through.
7. Demonstrated ability and experience in taking initiative and working with others in a collaborative environment.
8. Effective problem-solving skills; must demonstrate excellent analytical skills, sound judgement and good decision making.
9. Excellent computer skills experience: ability to use financial spreadsheets, NIH application software, PeopleSoft and Oracle financial system applications.
10. Effective management skills: ability to lead, work with, elicit cooperation from and read communication styles of team members and staff.
11. Ability to work effectively independently with limited supervision and collaboratively within a team.
12. Ability to learn and apply new ideas, processes, policies, functions, etc. Must be highly motivated and a self-starter.
13. Ability to conform to shifting priorities, demands and timeline. Must be flexible in order to respond to project adjustments and alterations promptly and efficiently. Must be able to adapt to varying workloads and respond appropriately to stressful situations.
14. Proficiency with Microsoft Office Suite, eCommons, Fastlane, Grants.gov, etc. Ability to learn and apply software programs and applications as needed.
15. PeopleSoft experience is a plus.
16. Ability to interact with colleagues, supervisors and customers face-to-face and through telephone calls.
17. Ability to meet consistent attendance.

#### WORKING CONDITIONS

General office working environment. The employee will perform repetitive motion using computer mouse and keyboard to type.