

Contract and Grant Officer (6206U), Sponsored Projects  
Office - 65743  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=233677>

Downloaded On: May. 16, 2024 4:22pm

Posted Apr. 1, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Contract and Grant Officer (6206U), Sponsored Projects Office - 65743
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 1, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory Grant Writer/Technical Writer
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5139571">https://apptrkr.com/5139571</a>
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**Job Description**

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**Contract and Grant Officer (6206U), Sponsored Projects Office - 65743**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## Departmental Overview

The Sponsored Projects Office (SPO) is the Berkeley campus central administrative office with primary responsibility and delegated authority for liaison with government and non-profit extramural sponsors and is authorized by the Office of the President and the Chancellor to submit proposals and accept awards for research, instruction, fellowships, exhibits, performances, administrative activities and other public services. SPO reports to the Vice Chancellor for Research through the office of the Assistant Vice Chancellor for Research Administration and Compliance (AVC-RAC).

SPO is responsible for all aspects of pre-award and non-financial post-award contract and grant administration. The SPO staff work closely with Berkeley faculty to submit over 3,000 proposals each year. In FY 23, over 1,600 new awards were received totaling over \$1B. These external funds account for approximately one-third of Berkeley's annual operating budget. These awards come from federal and state agencies, local and foreign governments, foundations, corporations, and other outside

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organizations. SPO has stewardship responsibilities for extramural awards from all government, foundation and non-profit organizations for the campus.

SPO works to ensure that UC Berkeley is fully compliant with sponsor terms and conditions, University policies, and federal regulations and requirements.

Specifically, the Sponsored Projects Office is responsible for endorsing and authorizing proposals to, and interpreting, negotiating, and accepting contracts and grants from, federal and state agencies, foundations, and other public and private sources. SPO authorizes and initiates the set-up of sponsored project accounts through Extramural Funds Accounting, and prepares, issues and negotiates sub-awards for collaborative research. SPO is responsible for nonfinancial post-award administration, including changes after award, problem- solving and close-out. SPO also provides resources for identifying potential funding opportunities, and coordinates applications to programs with institutional limits on proposals.

### **Application Review Date**

The First Review Date for this job is: April 10, 2024

### **Responsibilities**

- Applies complex contracts and grants concepts to assigned departmental portfolio of significant volume and complexity.
- Independently reviews complex grant and contract proposals, obtains/verifies necessary compliance approvals, and recommends/negotiates needed changes to proposals with PIs and/or department administrators.
- Works on proposals of diverse scope where analysis of data requires thorough understanding of complex regulations and research administration concepts.
- Works on complex proposals that may involve multiple investigators and/or multiple sub-awards.
- Serves as authorized institutional official in the approval of proposals and awards transactions in accordance with delegated authority.
- Reviews, approves and authorizes submission of pre-award information requested by sponsor representatives.
- Negotiates terms and conditions of sponsored project agreements and awards from various sponsors.
- Authorizes establishment of contract and grant fund accounts.
- Reviews and approves or rejects requested advance fund setups or research account updates.
- Guides and mentors less experienced administrators in review and negotiation of proposals,

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awards and other transactions.

- Provides advice and guidance regarding sponsored projects administration to Department Administrators and PIs.
- Interprets policies for PIs, Department Administrators and entry level Administrators.
- Maintains and further develops knowledge of applicable federal, state, local, institutional and sponsor regulations, policies, and guidelines.
- Applies and further develops knowledge of complex research administration concepts, including Federal Acquisition Regulation, Code of Federal Regulations, sponsor-specific policies, intellectual property policy, conflict of interest requirements, publication rights, and application of indirect cost rates.
- Maintains and further develops knowledge of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, bio-safety, and other compliance areas.
- Develops professional relationships with sponsor representatives.
- Assists in support of audits in coordination with manager or director.

### Required Qualifications

- Thorough understanding of research administration guidelines of Federal and non-Federal sponsors supporting research and educational activities, preferably in a university environment.
- Thorough knowledge of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, and other compliance areas.
- Ability to manage significant volume of transactions.
- Ability to maintain independent judgment; strong organization and communication skills; and a customer service focus across broad and diverse subject areas.
- Ability to maintain current knowledge of compliance regulations in all areas of research administration.
- Strong writing skills in a variety of styles to draft persuasive text for a variety of audiences while ensuring adherence to funding sponsor's guidelines.

### Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training

### Salary & Benefits

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For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$70,100.00 - \$93,000.00.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is exempt and paid monthly.
- This is a remote-friendly position, eligible for up to 95% remote capability.

## How to Apply

To apply, please submit your resume and cover letter.

## Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

## Other Information

This position is posted as a Contract & Grant Officer (Research Administrator 3). There is also a Senior Contracts & Grants Officer (Research Administrator 4) posting: Contract and Grant Officer (6207U), Sponsored Projects Office - #65744. Applicants are encouraged to review both positions to determine the best match for their skills and experience. If you wish to be considered for either position or are

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### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

### To apply, visit

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

University of California, Berkeley

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