

**Proposal Budget Specialist**  
**University at Buffalo, The State University of New York**

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Posted Dec. 31, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Proposal Budget Specialist
<b>Department</b>	Sponsored Research Administration
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 31, 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 Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54953">https://www.ubjobs.buffalo.edu/postings/54953</a>
<b>Apply By Email</b>	

**Job Description**

[Sponsored Projects Services](#) (SPS) within the [Vice President for Research and Economic Development](#) division at the State University of New York at Buffalo is seeking a **Proposal Budget Specialist**. The Proposal Budget Specialist supports the proposal and project management process by developing and overseeing accurate, compliant budgets for sponsored projects. This role ensures adherence to funding guidelines, assists PIs and project teams in budget preparation both pre- and post-award as necessary. The Proposal Budget Specialist will also contribute to maintaining consistency in process in accordance with university and sponsor policies.

**Key Responsibilities:**

- Create detailed budgets for sponsored proposals and budget consistency.

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- Interpret and apply budget guidelines according to university and sponsor-specific policies.
- Act as a point of contact for clarifying budget policies with sponsors and responding to inquiries on budget items.
- Work closely with Proposal and Project Managers, PIs, and administrative staff to provide guidance on budget creation, adjustment processes, and policy compliance.
- Identify and implement opportunities to streamline budgeting process, enhancing efficiency and compliance.
- Administrative responsibilities in support of pre- and post-award activities.

*Learn more:*

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

**Contact Information**

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

**Contact**