

Grants Administrator, Sponsored Projects Services  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=223030>

Downloaded On: May. 8, 2024 3:30pm

Posted Oct. 6, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Grants Administrator, Sponsored Projects Services
<b>Department</b>	Sponsored Projects Services
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 6, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/45691">https://www.ubjobs.buffalo.edu/postings/45691</a>

**Apply By Email**

**Job Description**

**Sponsored Projects Services** (SPS), within the Office of the Vice President for **Research and Economic Development** (VPRED), provides leadership in grants and contracts administration from proposal development through award closeout, working closely with UB faculty to oversee the submission of research proposals and ensure the responsible stewardship of funding received. SPS strives to offer high quality customer service.

SPS is seeking a dynamic team player who will provide research administrative support to faculty and staff. In this role you will be learning policies and procedures for performing diversified and complex administrative functions for various pre-award and non-financial post-award activities on sponsored awards.

The **Grants Administrator** will be trained with the expectation that a departmental portfolio will be assigned as to serve as the primary point of contact to oversee compliance with awarding agency

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terms and conditions and conformance to various policies and regulations.

A flexible work schedule may be an option for this position.

Responsibilities include:

- Assisting faculty in the proposal submission process, conducting the final review and approval of proposals. Act as authorized signatory for sponsored projects proposals and award documents. Navigate within various sponsor electronic systems and Click Grants Module to perform required tasks.
- Providing research administration support to faculty and staff by negotiating, interpreting and applying award terms and conditions, negotiating awards, and seeking sponsor approval when required.
- Assisting faculty with progress reports, closeouts, extensions, and other post-award non-financial grants administration activities.
- Effectively coordinating between various faculty, research departments, university business offices, and sponsors.
- Representing the university with funding agencies and acting as a signatory on legally binding agreements.
- Ensuring compliance with federal, state, local and institutional regulations/policies and working collaboratively with faculty and staff to provide information regarding policies and procedures and seeks resolutions to problems.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate

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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**

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