



## The University of Nebraska at Omaha is seeking a *Grants Coordinator* *Office of Research and Creative Activity*

Facilitate and coordinate production of externally-funded proposals to support research, creative activity, instruction, and public service activities, including:

- Develop budgets.
- Review and approve proposals prior to submission.
- Assist faculty, administrators and staff in interpretation and clarification of sponsor guidelines; proposal budget development and review; completion of required sponsor forms, assurances and certifications; collection of necessary or pertinent data, as appropriate; compilation of and review of proposal components for accuracy, consistency and compliance with sponsor guidelines.
- Provide assistance in the application process, e.g., initiation of application in Grants.gov or other required electronic medium.
- Ensure completion of appropriate internal approvals of proposals, prior to submission.
- Ensure compliance and review procedures are initiated by advising faculty of applicable laws, University regulations and sponsor policies.
- Oversee the development of procedures for processing and submission of proposals.
- Advise Associate Vice Chancellor for Research and Creative Activity of potential problems in grant applications or contractual documents.
- Monitor federal, state, and university compliance issues such as responsible conduct of research, conflict of interest, export controls, etc.
- Disseminate information about potential funding matches to appropriate members of the University community.
- Serve as lead/primary contact for Colleges and Units in all pre-award and some post-award matters.
- Maintain contact with sponsors to facilitate follow through of proposals and award, and changes/corrections to award documents, as appropriate.
- Process non-financial, post-award actions such as no cost extensions, re-budget requests, etc.
- Maintain proficiency with the many electronic proposal submission and award software packages.
- Receive, review, negotiate, and accept awards—in consultation with Contract Specialist—on behalf of the Board of Regents.

*Required Qualifications:*

- Bachelor's degree.
- Knowledge of budget preparation, internet search techniques, Microsoft Excel, Word, and PowerPoint software.
- May consider an equivalent combination of education and experience.

*Salary Information:* Based on Qualifications

For more information please contact [unoemployment@unomaha.edu](mailto:unoemployment@unomaha.edu)

To apply, please visit: <http://unomaha.peopleadmin.com/postings/9247>

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