

## **Senior Grants and Contract Specialist - (19000124)**

**The University of Maryland, Baltimore (UMB), [Institute of Human Virology \(IHV\)](#)** is currently recruiting for a **Senior Grants and Contract Specialist**. The Senior Grants and Contract Specialist will establish and maintain effective working relationships with faculty, administrators, staff, and students to provide the highest level of pre-award and post-award management for sponsor related funds. The Senior Contract and Grant Specialist is also responsible for conceptualizing, developing, and providing ongoing training and education to the University of Maryland, Baltimore research community to increase institutional knowledge related to grants and contracts. The position independently leads a contract and grants team and is responsible for hands on oversight and management of a sponsor based portfolio. Manages the grant process from development, review, and submission through the post-award stage at the University of Maryland, Baltimore. Identifies, develops, and implements procedures/practices to ensure research administration goals and objectives are met while complying with University, federal, state, and sponsor rules and regulations.

### **Benefits Information:**

UMB offers a generous benefits package that includes 22 vacation days, 14 floating and holidays, 15 sick days; comprehensive health insurance and retirement options; and tuition remission for employees and their dependents at any of the University System of Maryland schools.

### **Primary Duties:**

- Prepares grant and contract budget and application. Finalizes documents for submission. Validate proposal error and/or warnings. Knowledgeable in all funding mechanisms and interprets of federal, state, University, sponsor policies and regulations and requirements to ensure compliance and adherence to those policies.
- Provides consultation, advice, and directions to all level staff and faculty regarding grant and/or contracting issue resolution.
- Translates program requirements into contract terms in consultation with principal investigator (PI) and management. Identifies, develops, and ensures contract requirements contain quantifiable specification and measurable performance criteria. Validates the performance criteria will meet the requirements. Ensures all results are completed and submitted to sponsor.
- Reviews sponsor guidelines and request for proposals, interpret and communicate compliance and eligibility information to research faculty and staff. Seeks information to obtain better understanding of processes. Identifies inconsistencies in process and develops suggestions for improvements to ensure higher quality processes in conjunction with the Office of Research of Development.

- Maintains all close documentation for the department and the sub awards. Seeks approvals for invention statement and publications have been completed in ERA commons.
- Interprets data for the purpose of determining past financial performance to develop and prepare financial reports for financial analysis, forecasting, and trending. Devises financial reporting tools and reports. Recommends overall adjustments in effort allocation and spending across investigator portfolio. Provides PI and management with adhoc reports in support of strategic plan.
- Develops safeguards to ensure the integrity of grant administration or contracts and protects the University from financial losses. Ensures sub-awards are also in compliance with terms and conditions of the award.
- Identifies issues and resolves independently. Anticipates roadblocks and able to independently resolve proactively.
- Develops evaluation criteria for review of grant and contract applications. Reviews and interprets funding agency guidelines and regulations and advises faculty as to policies and procedures of those agencies as well as those of the state and University.
- Develops timeline to meet submission deadlines and checklist of required documents and independently adjusts timeline to adapt to change. Adhere to set timelines. Independently prioritizes processes to ensure timelines are met.
- Provides guidance on staffing and budgetary requirements. Reviews and maintains documentation related to cost transfers, requests for expenditures, effort reporting, budget revisions, and fund statements. Coordinates invoicing, accounts receivable, and deposits in the financial system and ensures payments are applied correctly. Anticipates spending to ensure contract funds are fully utilized with in contract date.
- Interacts directly with designation sponsor representatives to clarify ambiguous terms and conditions, and to request supplemental funding, no cost extensions, and other administrative requests.
- Identifies future funding opportunities and work with PI to identify research components.
- Acts as point of contact for all UMB parties and sponsors involved in the negotiation process
- Maintains, identifies, and resolves any delinquent trainings, conflict of interest, and any other institutional compliance requirements.
- May provide work coordination or oversight of others.
- Performs other duties as assigned.

**Qualifications:**

**Education:** Bachelor's degree. Master's degree preferred.

**Experience:** Five (5) years of directly related contract, grant, or research administration.

**Other:** Financial disclosure reporting required by State of Maryland Ethics Committee.

No substitution of experience for education.

**Knowledge, Skills, Abilities:**

Knowledge of position requirements. Knowledge of all applicable requirements, regulations, and laws. Skill in effective use of applicable technology/systems. Ability to effectively communicate both verbal and written thoughts, ideas, and facts. Ability to work cooperatively with others and independently.

**Hiring Range:** Commensurate with education and experience.

To apply, please click [HERE](#)

If accommodations are needed for a disability, please contact Staffing & Career Services at 410-706-2606, Monday – Friday, 8:30am – 4:30pm EST. Maryland Relay can be accessed by dialing 711 (in-state) or 1-800-735-2258.

Equal Opportunity/Affirmative Action Employer. Minorities, women, protected veterans, and individuals with disabilities are encouraged to apply.