

Grants and Contracts Administrator

Position Summary:

The Grants & Contracts Administrator is responsible for the Institute's pre- and post-award grant administration, including all training grants and larger program project grant applications with moderate supervision. The position also requires extensive interaction with faculty, Business Development, Finance, and legal regarding the administration and negotiation of industry contracts.

Duties and Responsibilities:

Primarily responsible for the Institute's special projects and executive faculty research (e.g., training grants including all K awards and R25, program projects grants including P01, P50, cooperative grants U01, STTR and SBIR) and acts as primary liaison with program area administrators and PIs on all aspects of their grants, including pre- and post-award issues with moderate supervision and management involvement.

Works with the Finance Office to oversee the post-award financial grants management, including communication with external sponsors in regard to budget reallocations and reporting. Reviews, processes and negotiates all consortium/contractual agreements and provides Finance with original executed agreement. Reviews labor distribution and effort commitments. Monitor project progress against milestones.

Assists researchers in grant proposal preparation, including budget construction, administrative documents, and formatted proposal per the sponsor's requirements. Submits, in conjunction with PI, Just-in-Time information, re-budgeting, and interim and final (closeout) reports required for award. Reviews labor distribution and effort commitments. Monitor project progress against milestones. Administer the processing research agreements with moderate supervision.

Prepare, review, file, and enter grants and contracts into the INFOed proposal tracking system and follow-up on the status of grant applications, program/project proposals and research agreements.

Provide grant management for awarded projects including progress report preparation/submission, subcontract monitoring/execution, sponsor approvals, and close out documentation.

Maintains current knowledge of Institute and federal, state, and agency guidelines for Sponsored Research administration.

Works with the Senior Director, Office of Sponsored Research in developing, maintaining and updating all program administration's standard operating procedures, especially as related to large grant applications.



Perform other job-related duties as requested by the Senior Director, Office of Sponsored Research.

Education and Preferred Qualifications:

Bachelor's degree in Business Administration, Finance, accounting, or related field required

3+ years of demonstrated experience with pre- and post-award experience at a non-profit research institution or university/college required.

Research administration experience and/or understanding of pre-award administration preferred.

Working knowledge: Federal, state, and agency policy guidelines Cost accounting standards (uniform guidance requirements) Ability to interpret grant application instructions (RFAs, PAs, and RFPs)

Ability to work with minimum supervision

Excellent interpersonal, analytical, communication and organizational skills

Ability to work in and adjust to a growing and dynamic environment

Strong writing skills and ability to draft business documents

Attention to detail

About TGen

Translational Genomics Research Institute (TGen) is a Phoenix, Arizona-based non-profit organization dedicated to conducting groundbreaking research with life changing results. TGen is focused on helping patients with neurological disorders, cancer, diabetes, and infectious diseases, through cutting edge translational research (the process of rapidly moving research towards patient benefit). TGen physicians and scientists work to unravel the genetic components of both common and rare complex diseases in adults and children. Working with collaborators in the scientific and medical communities literally worldwide, TGen makes a substantial contribution to help our patients through efficiency and effectiveness of the translational process. TGen is affiliated with City of Hope, a world-renowned independent research and cancer and diabetes treatment center: www.cityofhope.org. This precision medicine affiliation enables both institutes to complement each other in research and patient care, with City of Hope providing a significant clinical setting to advance scientific discoveries made by TGen. For more information, visit: www.tgen.org.

To Apply

If you are interested in seeing the most up to date job listings or to apply for this position, please go to <http://www.tgen.org/careers-tgen/> and submit your resume. Please take a moment to read about our employee benefits and learn more about TGen. If you have any questions about the company or how to apply for a position, please contact hr@tgen.org.

Only resumes submitted through the TGen career website will be considered.

*We value and support diversity in our workforce.
EEO/AA*