



Position Announcement: Part Time Pre-Award Coordinator, School of Communication Sciences and Disorders, University of Memphis

Position Description:

- Obtains and reviews sponsor guidelines to advise School of Communication Sciences and Disorders (CSD) and Center for Research Initiatives and Strategies for the Communicatively Impaired (CRISCI) faculty on administrative requirements in preparing proposal submissions as required by the sponsor.
- Assesses proposal requirements and planning proposal preparation tasks with CSD faculty.
- Assists CSD faculty in the development of proposal documents, including preparing, reviewing, and analyzing budgets; creating non-technical narrative sections of grant proposals; coordinating budget development with internal and external partners, as needed; advising on determination and computation of appropriate salary levels, percentages of effort, fringe benefit rates, and indirect cost rates and bases.
- Works with the Principal Investigator (PI) and pre-award staff at collaborating institutions in preparing and completing sub-award documents
- Serves as liaison between CSD and the University of Memphis Office of Sponsored Programs during the pre-award and the notice of award processes to ensure timely and efficient grant submission, management, and compliance.
- Creates, monitors, and facilitates the proposal record in Cayuse SP and in Cayuse 424. Assists faculty and students with Institutional Review Board (IRB) process submissions, amendments, and renewals for research projects.
- Serves as primary liaison between CSD faculty and Memphis Speech and Hearing Center when research involving HIPAA-protected data is used. Develop and maintain tracking systems.
- Assists with ensuring that investigators are compliant with budget and cost principles inherent in the Uniform Guidance and other sponsor guidelines as well as other federal, state, university, and local regulations. Provides cross-training in research administration and funding opportunity topics as time and opportunity permit.
- Serves as a resource to support the Business Officer as needed to monitor grant spending activity and to ensure that costs are allowable and aligned with budget and budget justification.

To Apply: email your resume and a cover letter to researchdev@memphis.edu