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Target Audience for Level 1: Basics Curriculum

Career Tracks Information

- **Family:** Research Administration
- **Function:** Contracts and Grants
- **Job Category:** Professional
- **Job Level:** Entry
- **Performance Program:** PSS4
- **Career Tracks Job Title:** Research Administrator Specialist 1
- **Supervision:** Close
- **Act as a Supervisor:** No
- **Environment:** Campus, medical center or other university setting and various external venues.
- **Education:** Bachelor's degree in related area and/or equivalent experience/training.
- **Career Path 1:** Research Administrator 2
- **Career Path 2:** Research Administration > Research Compliance > Professional

Scope of the Position

Generic Scope

Entry-level professional with limited or no prior experience; learns to use professional concepts to resolve problems of limited scope and complexity; works on developmental assignments that are initially routine in nature, requiring limited judgment and decision making.

Custom Scope

Develops and/or oversees research proposals, awards and/or transactions related to contract and grant management and maintains contract and grant records in compliance with institutional and research sponsor policies. Follows institutional procedures and practices when analyzing or reviewing financial information or reports.

Key Responsibilities

- Dept Role (DR): Under supervision, administers and/or develops grant proposals, applications and support documents in conjunction with PI.
- (DR): Under direct supervision, provides post-award financial administration and management for research funds. Assists in preparation of routine proposal budgets and support documents that are required by proposal guidelines.
- (DR): Analyzes expenses, develops cost projections, and assists with financial tracking and control.
- (DR): Interprets regulations and guidelines and prepares periodic reports.

Knowledge, Skills and Abilities (KSAs)

- Ability to learn and develop understanding of applicable federal, state, local, sponsor and institutional regulations, policies, and guidelines.
- Ability to learn and develop understanding of applicable compliance requirements related to use of human or animal subjects in research, financial conflict of interest, biosafety, et cetera.

- Ability to thrive in a busy, high-volume, and deadline driven work environment that requires coordination of multiple activities and the judgment and flexibility to reprioritize to accommodate emergency requests. Detail oriented.
- Ability to perform routine financial analysis and reporting.
- Proficiency working with computer and information management systems.
- Organization and communication skills and customer service focus.

Expectations

Job Knowledge

Develop an understanding of research administration guidelines of Federal and non-Federal sponsors; develop basic knowledge of OMB circulars/Uniform guidance; basic understanding of generally accepted accounting principles, computer and information management systems; introduction to most common sponsored award mechanisms; understanding of compliance requirements related to the use of human or animal subjects in research, financial conflict of interest, biosafety, etc.

Organizational Development

Develops a basic understanding of the structure and functions of the administrative unit as well as other interacting administrative units; develops a basic understanding of the relationship(s) between the administrative unit and other interacting administrative units; provides feedback after the development of policies and procedures related to the operation of the administrative unit.

Initiative and Independence

Learns the administrative unit's processes for pre- and post-award administration; learns and catalogs resources for obtaining answers to questions regarding duties and responsibilities; meets with PIs to develop understanding of research goals, personnel, and funding agencies.

PI and Department Business Office/MSO Relationship

Develops relationships with PIs as well as PIs' department MSOs; learns PIs' primary funding agency(ies); acquaints with PI research personnel; learns fiscal-related practices (procurement, expense reimbursement, etc) of PIs' departments.

Problem Resolution

Entry level analysis to determine, gather and present data necessary to resolve a problem

Guidelines Used in Performance Duties

Follows existing guidelines approved by supervisor in the performance of duties

Innovation and Originality

Does not deviate significantly from established procedures or standards

Expected Volume

Per Academic Affairs Proposed Implementation of the Career Tracks Research Administrator Specialist 1, this may vary depending on the department implementation.

- Proposals Submitted: <5 submissions OR <\$500K proposals submitted annually
- Awards Managed: <10 awards OR < \$2M in awards managed annually
- Number of PIs Served: 3 PIs or less

Expected Complexity

Per Academic Affairs Proposed Implementation of the Career Tracks Research Administrator Specialist 1, this may vary depending on the department implementation.

- Proposals: Unsolicited proposals only, <\$250K dc annually per proposal
- Awards: Regular research awards
- Self-Supporting Activities: None
- Contributions to Development: Provide input and feedback to proposed changes to policies and procedures

Expected Competency

Per the Associate for Talent Development (ATD) Training for Expertise Job Aid:

Level	Expect Level of Expertise	Performance
Level 1: Basics	Beginner/Novice	<ul style="list-style-type: none"> • Follows simple directions • Performs using memory of facts and simple rules
Level 2: Intermediate	Competent	<ul style="list-style-type: none"> • Makes simple judgements for typical tasks • May need help with complex or unusual tasks • May lack speed and flexibility
Level 3: Experienced	Proficient	<ul style="list-style-type: none"> • Performance guided by deeper experience • Able to figure out the most critical aspects of a situation • Sees nuances missed by less skilled performance • Flexible performance
Level 4: Advanced	Expert	<ul style="list-style-type: none"> • Performance guided by extensive practice and easily retrievable knowledge and skills • Notices nuances, connections and patterns • Intuitive understanding based on extensive practice • Able to solve difficult problems, learn fast, find needed resources

Appendix

[Phase 5 Career Tracks Family and Function Summary](#)



Phase 5_Job Family
and Function Summ

[Research Administrator Contracts and Grants Professional Matrix](#)



contract and grant
family matrix current

[Academic Affairs Proposed Classification Matrix for Sponsored Research Administrators](#)



Fund Manager
Classification Matrix

[Training to Expertise Job Aid](#)



Training for Expertise
Job Aid.pdf