

Draft Classification Standards – Rev. 3/29/2024
Grants and Contracts Professional Series

Class Title	Class Code	Issue Date	FLSA
<i>Grants and Contracts Professional I</i>	XXXX	XXXX	<i>Non-Exempt</i>
<i>Grants and Contracts Professional II</i>	XXXX	XXXX	<i>Exempt*</i>
<i>Grants and Contracts Professional III</i>	XXXX	XXXX	<i>Exempt*</i>
<i>Grants and Contracts Professional IV</i>	XXXX	XXXX	<i>Exempt*</i>

OVERVIEW:

Positions classified within the Grants and Contracts series partner with other units throughout campus and/or external customers and agencies to obtain and manage grants and contracts/research administration for faculty research, scholarship, creative activity, and other institutional-level projects in support of the educational and service mission of the university. They are directly responsible for providing official institutional communication, ensuring compliance with funding agency regulations, facilitating the submission of grant and contract proposals, and/or managing post-award activities. May perform pre- and/or post-award related duties.

Positions are assigned to classifications within the series based on the scope and complexity of grants and contracts activities; degree of independence and judgement; experience, knowledge, skill, and ability required; degree of planning, analysis, and execution required by the position; impact and risk to the university; and nature of supervision received.

Positions perform tasks that may include, but are not limited to, policy and procedure interpretation; compliance review with sponsor terms and federal regulations; communication with faculty, researchers and other personnel regarding terms, conditions, and budgets; preparation and review of grant proposals in accordance with funder’s policies, guidelines, and criteria; and development of budget proposals and monitoring of resulting awards. Higher levels within the series build upon and include the knowledge and skill requirements and work assignments of lower levels.

Grants and Contracts Professional I – Entry-level professional who applies basic professional concepts to resolve problems of limited technical scope and complexity. Normally operates under detailed guidelines and work is often reviewed for accuracy. Assignments may be routine in nature and involve performing various technical duties to ensure compliance and coordination of grants and contracts. Follows standard practices and procedures. Conducts analysis of alternative options utilizing data and information from which answers can be readily obtained. Routinely interacts with customers to provide effective service.

Grants and Contracts Professional II – Professional who applies acquired job skills, policies, and procedures to complete significant assignments, projects, and tasks of moderate technical scope and complexity. Draws from prior experience and knowledge of grants and contracts administration principles and concepts to exercise judgment while analyzing regulations, guidelines, and standard operating procedures to determine appropriate action. Provides input for new programs and procedures. Works with

* This classification as outlined in this document meets the duties test of the Administrative Exemption. An employee’s actual exemption status may differ based on salary rate and actual duties performed.

stakeholders to ensure proper implementation of programs by providing significant explanation or interpretation.

Grants and Contracts Professional III – Professional who applies advanced job skills, policies, and procedures to complete substantive assignments, projects, and related work of significant technical scope and complexity. Exercises advanced discernment while analyzing regulations, guidelines, and standard operating procedures to determine appropriate action. May require the development of new approaches, techniques, and innovation to address issues. Utilizes persuasion when working with internal and external stakeholders to ensure proper implementation of programs and/or management of grants and programs.

Grants and Contracts Professional IV – Experienced professional with expert knowledge in grants and contracts/research administration and recognized expertise in specific grant and contract compliance areas. Problem-solving frequently requires analysis of unique issues or problems without precedent and/or structure and new approaches, methods, techniques, or innovation. Responsible and accountable for development, implementation, and maintenance of programs or portfolios. In collaboration with management, formulates strategies and administers policies, processes, and resources. Serves as a key point of contact for project activities.

TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (May include but are not limited to):

- *Grant Proposals/Pre-Award* – Identifies and reviews funding opportunities, provides guidance on proposal requirements, and ensures compliance with university and sponsor policies.
- *Budget and Financial Analysis* – Collaborates with faculty and researchers to develop project budgets, ensuring accuracy and compliance with funding agency and university guidelines. Conducts financial analysis and projections to support budget development and decision-making. Monitors project budgets, expenditures, and provides financial reporting.
- *Grant and Contract Administration/Post-Award* – Facilitates the execution and administration of grants and contracts and agreements. Ensures compliance with funding agency regulations, university policies, and applicable laws. Monitors project timelines, deliverables, and reporting requirements. Coordinates progress reports, financial reports, and other required documentation to funding agencies. Collaborates with internal and external stakeholders and sponsors for approvals and administrative requirements.
- *Compliance and Regulatory Oversight* – Stays informed about federal, state, and university regulations related to grants and contracts. Assists faculty and researchers in understanding and adhering to compliance requirements, including but not limited to, conflict of interest, human subjects research, animal care and use, and intellectual property rights.

- *Training and Education* – Develops and delivers training programs and workshops to educate faculty, researchers, and staff on grants and contracts administration and research, compliance requirements, and grant management best practices.
- *Data Management and Reporting* – Maintains accurate records of grants and contracts, including proposal documents, award agreements, financial reports, and compliance documentation. Generates reports and analyzes data to track grant and contract activity, monitor performance, and inform decision-making.

GRANTS AND CONTRACTS PROFESSIONAL I

Under direct supervision, performs entry-level technical and professional work within the grants and field including gathering and reviewing data; producing reports; assisting in proposal development and delivery; ensuring compliance with grants and contracts terms and conditions and applicable regulations and laws. Performs less complex assignments following detailed and established procedures. Professional and analytical work is regularly reviewed for understanding of professional concepts and compliance with policies and procedures.

Work assignments typically include some or all of the following:

- ◆ Reviews proposals and agency requirements, makes recommendations, and assists in the submission of grant proposals.
- ◆ Processes and/or prepares invoices and monitors grants and contracts to ensure expenses are being paid according to grant or contract terms and conditions (may include effort/cost shares certification and financial budgets).
- ◆ Maintains accurate financial records and documentation for grants and contracts.
- ◆ Gathers, organizes, and analyzes data to assist with proposal writing and reporting requirements.
- ◆ Under direct supervision and/or clear guidelines, applies regulations, standards, and defined organizational policies and practices.
- ◆ Produces reports for researchers and administrators as requested.
- ◆ Develops comprehensive knowledge and understanding of the standard principles and terminology of grants and contracts and compliance management including related laws and regulations.

MINIMUM QUALIFICATIONS:

Knowledge and Skill:

- ◆ General knowledge of grants and contracts discipline.
- ◆ Ability to analyze and address problems using reasoning and application of standard practices and procedures.
- ◆ Demonstrated communication and interpersonal skills to effectively present information to team members and stakeholders.
- ◆ Skill in following guidelines and providing input and feedback as required and applicable to regulatory compliance.
- ◆ Ability to work independently and as part of a team, with a customer service-oriented approach.
- ◆ Flexibility to adapt to changing priorities and deadlines.
- ◆ Organizational skills to plan and prioritize work.

- ◆ Computer skills to appropriately use technology and relevant software packages as required.

Experience and Education:

Equivalent to a bachelor's degree in a related field. Relevant education and/or experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

GRANTS AND CONTRACTS PROFESSIONAL II

Under general supervision, administers grants and contracts programs and policies. Responsibilities usually focus on pre- or post-award and cover most technical and professional aspects of grant management. Work is reviewed for soundness of technical judgment and compliance with policies and procedures. Applies professional level knowledge of grants and contracts administration. Decision-making takes into account established procedures, relevant laws, regulations, organization policy, and specific grant and contract requirements. Evaluates and recommends procedure and process changes. Works independently on most day-to-day assignments with general supervision on new assignments or projects to ensure alignment with objectives. Handles multiple work priorities and is accountable for own work results.

In addition to duties performed by the Grants and Contracts Professional I, the Grants and Contracts Professional II typically performs the following duties:

- ◆ Collaborates with faculty, administrators, and other stakeholders to identify funding sources, trends, and initiatives; prepare and complete submission of moderately complex grant applications ensuring application of sponsor guidelines; review and finalize grants and contracts including associated budgets. May support the negotiation of terms and conditions for extramurally funded awards.
- ◆ Interprets regulations and guidelines for multiple grants and contracts from a wide variety of sponsors.
- ◆ Gathers, analyzes, and reports findings to researchers and administrators as requested.
- ◆ Monitors project timelines, deliverables, and reporting requirements for multiple grants and contracts.
- ◆ Coordinates the preparation and submission of progress reports, financial reports, and other required documentation to funding agencies.
- ◆ Maintains and applies working knowledge of technical aspects of various regulatory requirements.
- ◆ Performs work of a non-routine nature. Recommends improvements in processes, designs, procedures, and operating equipment.
- ◆ Consults with more senior grants and contracts professionals to respond directly to unusual or complex situations.
- ◆ Assists with training of student employees and less experienced staff.
- ◆ Creates and negotiates subaward agreements.

MINIMUM QUALIFICATIONS:

In addition to Grants and Contracts Professional I knowledge and skill requirements, work assignments typically require:

- ◆ Working skills and knowledge of pre-award grant proposal development, budgeting, and post-award administration processes.

- ◆ Working knowledge and understanding in the appropriate use of grants and contracts administration standards, principles, and concepts.
- ◆ Knowledge and understanding of accounting and budgeting principles.
- ◆ Working knowledge of funding agency regulations and compliance requirements.
- ◆ Strong organizational skills to plan, organize, and prioritize multiple projects.
- ◆ Strong communication and interpersonal skills to work effectively in a diverse environment.
- ◆ Proficiency in using grant management software and financial systems.

Experience and Education:

Equivalent to a bachelor's degree in a related field and two years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis.

GRANTS AND CONTRACTS PROFESSIONAL III

Working independently under general supervision, performs advanced grants and contracts professional work. Independently facilitates and exercises authority over complex grants and contracts. Demonstrates advanced discernment in selecting methods and techniques for obtaining solutions. Provides regulatory interpretation, technical advice and ensures compliance with federal and state regulations. In collaboration with management, assesses, formulates, and evaluates grants and contracts programs, policies, and procedures. Decision-making is based on grants and contracts best practices; substantial grants and contracts experience; advanced knowledge of relevant federal, state, and local regulations; grant and contract guidelines and standard practices; and university policies and protocols. Work is performed with minimal oversight focused on ensuring alignment with overall objectives. Handles multiple work priorities and may provide lead work direction with accountability for results.

In addition to duties performed by the Grants and Contracts Professional II, the Grants and Contracts Professional III typically performs the following duties:

- ◆ Collaborates with faculty, college leadership, legal and other stakeholders to encourage proposal writing, develop proposal concepts, negotiate and finalize contract agreements including budget proposals.
- ◆ Collaborates with faculty, college/campus leadership, review and compliance boards, such as Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC), Academic Affairs, Finance, and other stakeholders to manage grants and contracts terms (e.g. financials, effort, cost share reporting reporting) and ensure university compliance with regulations and university policies, standards, and guidelines.
- ◆ Manages the financials for a portfolio of grants and contracts which includes formulating alternative solutions for complex and unique problem areas.
- ◆ Performs a broad spectrum of work. In collaboration with management, develops new and recommends improvements to grants and contracts policies, processes, and procedures.
- ◆ Creates and adjusts methodologies to meet changing regulatory and industry environments.
- ◆ Provides strategic input on grants and contracts program development and processes.
- ◆ Designs detailed grants and contracts training programs.

- ♦ May provide lead work direction to and mentoring of student employees and less experienced staff.

MINIMUM QUALIFICATIONS:

In addition to Grants and Contracts Professional II knowledge and skill requirements, work assignments typically require:

- ♦ Advanced knowledge and understanding of grant proposal administration, budgeting, and post-award practices and administration principles, concepts, processes, and best practices.
- ♦ Demonstrated competence in applying advanced judgment to resolve difficult and complex problems and issues.
- ♦ Thorough knowledge and skill in applying and interpreting applicable regulations, standards and guidelines. Ability to make recommendations for changes based on interpretations.
- ♦ Advanced analytical and organizational skills to prioritize and manage the fulfillment of a portfolio of grants and contracts and to successfully manage projects within time and budget constraints.
- ♦ Advanced communication and interpersonal skills, including political acumen to build partnerships and communicate effectively across all employee groups in a diverse environment. Ability to effectively present ideas, deliver training and successfully negotiate agreement on grants and contracts requirements.
- ♦ Advanced skill in effectively leading, mentoring or overseeing the work of others and training technical, professional staff, and faculty on grants and contracts practices and procedures.
- ♦ Advanced skill to appropriately use technology and relevant grant management software.

Experience and Education:

Equivalent to a bachelor's degree in a related field and four years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis.

GRANTS AND CONTRACTS PROFESSIONAL IV

Working independently under minimal supervision, performs expert and highly-complex grants and contracts work. Serves as an advisor and technical expert across a broad spectrum of grants and contracts compliance and/or within a specific component of research administration. Problems are complex and solutions may require the creation of new, unprecedented methodologies. Collaborates with management in the development and implementation of new programs, policies, and practices. Decision-making often requires integration and interpretation of relevant regulations, organizational policy, grants and contracts best practices, financial and organizational impact on programs, and persuasion and negotiation with senior management and faculty. Functions with a high degree of autonomy. Work is performed without appreciable direction and often requires a high degree of persuasion and leadership.

In addition to duties performed by the Grants and Contracts Professional III, the Grants and Contracts Professional IV typically performs the following duties:

- ◆ Collaborates in the development of a large portfolio of grants and/or grant opportunities with guidance from faculty and campus/system leadership.
- ◆ Strategizes, designs, and leads programs through collaboration to further grant and contract programs and revenue streams across the campus and/or system.
- ◆ Develops, fosters, and maintains partnerships externally and internally to lead grants and contracts programs, initiatives, and strategies.
- ◆ Serve as the key contact and expert for grants, contracts, research, and other sponsored program related agreements. Typically, maintains high-level and diverse contacts within the university system and with outside entities and agencies and may have broad campus or systemwide impact.

MINIMUM QUALIFICATIONS:

In addition to Grants and Contracts Professional III knowledge and skill requirements, work assignments typically require:

- ◆ Expert knowledge and understanding of grants and contract administration across a broad range of disciplines and/or industries and/or highly specialized skills in a focus area of grants and contract administration.
- ◆ Expert knowledge of existing and proposed grants and contract federal, state, and local regulations.
- ◆ Expert knowledge and skill in applying and interpreting applicable regulations and related standards, guidelines and, as appropriate, recommend organization policy.
- ◆ Expert analytical and organizational skills to plan, prioritize and successfully facilitate large, complex, and high impact programs and strategies.
- ◆ Skill in mentoring or overseeing the work of professional staff and advising senior management.
- ◆ Ability to assist with developing strategic plans, network with high level administrators and faculty, negotiate contracts and grants, and persuade all levels of the organization.

Experience and Education:

Equivalent to a bachelor's degree in a related field and five years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis.