

**POSITION NUMBER:** 00035050

**UF CLASSIFICATION:** Research Administrator I

**WORKING TITLE:** Research Administrator I

**DEPARTMENT:** 60070000

**SUMMARY OF POSITION ROLE/RESPONSIBILITIES:**

This position is assigned to the Agricultural and Biological Engineering Department (ABE) reporting jointly to the Chair and the Manager of Administrative Services. This position requires the employee to use his/her knowledge to handle Pre and Post Award Administration including proposal development for externally sponsored activities and Post Proposal activities interfacing with the Department of Sponsored Programs (DSP) and Contracts and Grants Accounting (C&G).

**ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**

List each essential function and assign a percentage based on the amount of time spent on that function. Percentages should not exceed 50%.

[Note: in compliance with the Americans With Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.]

**Pre/Post Award Administration:**

20% Budgetary: Routinely, often with short lead time, the employee must evaluate each aspect of the research proposal budget to ensure that it meets State, Agency, University, College and Departmental policies, sponsor guidelines and regulations and Cost Accounting Standards (CAS). The employee must also ensure that the commitment is properly approved and must document special requirements.

The employee must use various sources of information to ensure that the budget is accurate and contact the Principal Investigator and as needed DSP to discuss any problems and make necessary corrections.

20% Research Compliance: The employee must be familiar with compliance related aspects of awarded projects and University rules and policies that govern those issues. University and Federal regulations go hand-in-hand so knowledge of both is extremely important. Compliance is an aspect of pre and post award activities.

15% Sponsor Requirements: The employee is responsible for the development and departmental review of research proposals and awards to ensure compliance with the Sponsor's requirements prior to submission to DSP or to the sponsor themselves. The employee interprets sponsors guidelines and reviews contracts and awards to determine what to include in the proposal or what information needs reported and provides guidance to the faculty and assists with completion of various assurances and forms required by the potential sponsor. The employee frequently provides technical assistance in handling the documents, assists the faculty in preparing portions of the business proposal, and enters the proposal into PeopleSoft to document the proposal submission and routing to DSP. Upon completion of training, the employee must be well versed in university policies, state statues, and federal laws.

15% Project Support: Assists Principal Investigators (PI) in interpreting policies, procedures, rules and regulations. Completes daily post award activities. This includes ensuring expenditures (salary and non-salary) are made according to the budget awarded by the sponsor and all applicable rules. Works closely with the PI and departmental staff to ensure proper allocation of expenditures to sponsored research projects. The employee will handle all aspects of timely report gathering and documentation as well as assisting the PI with the proper submission of the reports to all required sponsors and sponsor personnel.

The employee will work closely with the C&G Research Administrator(s) assigned to their department(s) to ensure accuracy and timeliness of financial reports and invoices.

15% Research Payroll/Effort Management and Reconciliation: Reviews the post-hire payroll actions for non-faculty personnel paid from research funds. Works closely with the PI to determine the correct funding sources for their research personnel and updates/monitors the payroll budget tables to ensure that payroll is being charged to the correct funding sources. Coordinates with Human Resources Team to provide information needed for both paper and electronic Letters of Appointment for Graduate Research Assistants paid from research funds and enters the tuition waiver into the system. Reconciles. Works with the Dept Manager to review Assists the Manager of Administrative Services on a semester basis to ensure all Faculty and student efforts are reviewed to determine if there are any issues with their submissions. This includes working with Effort commitment and administration department to ensure that the effort is completed in a timely manner. The employee will coordinate the reconciliation of projects on a monthly basis through the use of reports and queries from the University financial system and internal records and will ensure the timely identification and correction of errors.

6% Project Review/Audits: The employee will work with Contracts and Grants during audit requests to assist in supplying the requested documentation and responses. The employee will ensure the existence of and provide proper supporting documentation for charges upon request.

5% Project Closeout: The employee will administer the closeout of awards by identifying what needs to be done and taking action in a timely manner. This includes making certain all charges are appropriate, encumbrances are closed, no negative balances exist, and all cost sharing has been met where appropriate. The employee will work closely with the PI and Contracts and Grants to ensure the accuracy of the final expenditure figures.

4% Other responsibilities as assigned

#### **MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION**

List each marginal function and assign a percentage based on the amount of time spent on that function.

Marginal Functions should not exceed 10% total.

[Note: for purposes of ADA, these functions are marginal only to individuals covered under the ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.]

N/A

#### **SUPERVISION**

Explain the type and extent of instructions or directions normally given to this position by the immediate supervisor AND list the class titles and position numbers of positions under the direct supervision of this position.

Employee must take initiative to request guidance as various documents are processed or new aspects of the procedure is identified. This is a position requiring significant independence, use of good judgement, detail oriented, computer and systems literacy and ability to set priorities.

#### **NORMAL WORK SCHEDULE**

Specify days and hours this position is required to work as well as any variations from this schedule (ex: on call, shift rotations, seasonal extended hours, travel, etc.)

Monday through Friday from 8:00 AM to 5:00 PM and additional time as deadlines dictate

#### **EDUCATION, TRAINING, AND EXPERIENCE**

##### **Minimum Qualifications:**

Bachelor's degree; or an equivalent combination of education and experience.

##### **Preferred Qualifications:**

- Ability to communicate well both verbally and in writing with faculty, staff and various funding sponsors.
- Ability to act as liaison and use communication skills with professionals of various contract and grant funding sources.
- Ability to evaluate and give technical assistance in the preparation and submission of proposals and to evaluate data relative to proposal submission.
- Knowledge of and accountable for all current rules, regulations, policies and procedures relating to the funding sponsors, the State of Florida, the University of Florida and College of Engineering. Must be familiar with compliance related aspects of awarded projects and University rules and policies that govern those issues. University and Federal regulations go hand-in-hand so knowledge of both is extremely important.
- Knowledge of methods of data collection, computer database management, maintenance and manipulation.
- Ability to understand and utilize problem solving techniques.
- Ability to establish and maintain effective working relationships with others.
- Professional code of conduct becoming of a public employee.
- Ability to work independently and use good judgment to set priorities.
- Knowledge and understanding of the University payroll, personnel and accounting structure. This detailed knowledge includes the appointment system, university/state titles and classifications, purchasing and travel. Proposals must be scrutinized to confirm eligibility of the principal investigator, current salary level, specific appointment classification to compute fringe and health insurance.
- Proficiency in all office applications necessary for efficient execution of their duties. This includes at a minimum, PeopleSoft, Adobe applications, email clients, and Microsoft suite of applications like Excel, Word, and PowerPoint – knowledge of Power pivots is a must.
- Ability to interact cordially with co-workers to accomplish common tasks.
- Ability to function at times under stressful circumstances.

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.**

THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS' INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

◇ THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

**OTHER CHARACTERISTICS OF THE POSITION**

Describe other characteristics of the position such as physical, mental, and environmental factors essential to the satisfactory performance of the functions of the position, machines and equipment used regularly by the position, or other characteristics, which have not otherwise been described in the position description.

The employee in this position is expected to be a resource for problem resolutions. They must research problems and the employee must interact with appropriate individuals (in C&G, sponsor, department and/or other administrators) to ensure appropriate individuals are brought together to bring about resolution of the problem.

Demonstrate commitment to contributing to a respectful and caring community for all, including individuals

of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives.

**POLICY MAKING AND/OR INTERPRETATION.**

Provides recommendations and assists in developing and implementing good processes and departmental policy.

**PROGRAM DIRECTION AND DEVELOPMENT.**

Provides recommendations and assists in developing and implementing good processes and departmental policy.

**COMMUNICATION**

Statement of internal and external business contact, including frequency and scope.

Frequent contact with IFAS Departments and RECs, UF Contracts and Grants Office, and various external research funding sponsors. At times, serves as liaison with potential funding sponsors after the University has submitted the research proposal. Interacts with the various funding sponsors, faculty and departmental staff to ensure that all research proposal problems are addressed.

**MONETARY RESPONSIBILITY.**

Amount and consequence of error.

Employee must be detail oriented and meticulous in following each specific research proposal submission guideline. Overlooked requirements could result in the funding sponsor refusing to consider or delay consideration of the proposal for review and award. Following fiscal requirements and proper accounting practices is crucial. Lack of proper controls and follow through could result in lost research revenue.

**STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA.**

The disclosure of which would be prejudicial to the successful operation of the University of Florida.

Employee is expected to maintain appropriate confidentiality of information as may be required pursuant to Federal, State and University regulations and policy.

**CREATIVITY, STRATEGY AND LEADERSHIP.**

Incumbent is expected to participate in solutions to improve process flows in the department including strategizing on how to improve delivery of automated reports to be circulated amongst faculty to meet fiscal responsibility needs.

**EMPLOYEE AND SUPERVISOR INFORMATION:**

**EMPLOYEE NAME:**

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**IMMEDIATE SUPERVISOR:**

Terri Peterson 55098243

**REVIEWING AUTHORITY NAME AND TITLE:**

Migliaccio, Kati White - 51115311

**POSITION CHANGE ACTION**

Indicate specifically how this position has changed since it was last updated.  
If requesting a reclassification, include a full justification for the requested title.

Job re-classification and downgrade from the vacant position Systems Admin/Programmer II to Research Administrator I.