

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Sr Research Award Coordinator  
Code: 19145  
Salary Grade: 61  
FLSA Status: Exempt  
Department/Division: VP Research  
Reports To: Research Service Center Director

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## *Summary*

- Function: To provide highly technical support and guidance on all pre and post award administration activities in the Research Service Center (RSC).
- Scope: Responsible for overseeing the development, submission, administration, and monitoring of all grants and contracts. Serves as technical leader/overall expert and provides guidance to Research Award Administrators on all issues. Serves as the backup to the RSC Director and manages the Center in the Director's absence.

## *Duties*

- Typical:
  - Pre-Award Concentration
    1. Obtains and reviews funding requirements and identifies critical issues for Research Award Administrators (RAA's).
    2. Assists in the development of and certifies that sub-recipient documentation for proposal submission is accurate.
    3. Reviews proposal narratives to verify cost sharing commitments, space requirements, export control, and faculty commitment.
    4. Reviews final proposal and budget to ensure documentation is complete. Works with funding agencies if additional documentation is required.
    5. Manages grant award negotiations and updates budgets or changes in scope.
    6. Provides assistance in highly complex proposal submissions. Ensures proposal submissions meet the requirements of the institution and sponsoring agency.
    7. Facilitates the development of complex proposals involving more than one college and/or more than one institution.
    8. Manages the RSC (Research Service Center) in the submission of proposals for internal proposal competitions.

9. Verifies that proposals are ready for submission and submits with RSC Director's authorization. Ensures all deadlines are met in the RSC.
10. Assist the RSC Director in providing training to faculty on appropriate systems.
11. Works with all Office of Research Integrity Offices and with grant management data.
12. Provides guidance to pre-award Research Award Administrators on all issues.
13. Performs other duties as assigned.

• Typical:

Post Award Concentration

1. Works with the post award RAA's on complex post award issues.
2. Finalizes award set-up and assigns account number.
3. Monitors time and effort and approves expenditures over \$5,000. Prepares and issues a variety of expenditure and other reports.
4. Reviews billings and revenue collection and expenditures associated with certified recharge centers or specialized research units.
5. Sets up and verifies receipt of cost sharing and allowability of program income. Reviews timeliness of cost sharing expenditures. Reviews and approves accounting documents.
6. Approves no cost extensions and submit approvals to federal agencies. Approves cost transfers and reconcile accounts.
7. Submits invention notices to the federal government. Coordinates with Technology Transfer and submits final invention report to federal government.
8. Corresponds with the federal government and other sponsors on financial matters.
9. Verifies that all progress, financial and final technical reports have been sent to the sponsor.
10. Verifies that all sub-recipient final reports have been received by UTSA for close out of an award.
11. Monitors budgets and performance metrics.
12. Provides guidance to post award RAA's on all issues.
13. Performs other duties as assigned.

• Periodic:

1. N/A

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution. May substitute Master's degree with 4 years of experience or High School with 10 years of experience.	Master's degree or CRA certification.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Excellent interpersonal skills.	N/A
Ability to handle complex multiple tasks effectively.	
Broad knowledge of processes, protocols and procedures regarding budget, account and fund management, personnel management of labor contracts and human resources policy.	
Broad knowledge of financial analysis and reporting techniques, human resources and risk management planning, accounting, and payroll.	
Broad knowledge of common campus specific and other computer application programs.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Six years of grant/research administration experience.	N/A

***Equipment***

<b>Required</b>	<b>Preferred</b>
PC and general office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal office environment.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from assigned management.	Guides less experienced staff.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.