

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Research Pre-Award Administrator I

Code: 19146

Salary Grade: 57

FLSA Status: Exempt

Department/Division: VP Research

Reports To: Research Service Center Director

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## *Summary*

- Function: To provide support for basic grants and contracts pre-award administration activities in the Research Service Center.
- Scope: Responsible for the development and submission of routine grants/contracts.

## *Duties*

- Typical:
  1. Identifies and disseminates funding opportunities.
  2. Reviews and applies sponsor requirements for proposal submission.
  3. Assists Principal Investigators (PIs) in proposal development, including budget preparation.
  4. Reviews cost sharing and determines that all cost sharing forms are complete
  5. Assists PIs in electronic routing and submission of proposals.
  6. Assists PIs with IRB, IACUC, and other compliance protocols and documentation.
  7. Assists PIs with progress reports and final reports.
  8. Assists PIs in meeting all deadlines and all sponsor requirements.
  9. Provides general assurance documentation for proposal submission.
  10. Assists the Research Service Center with the submission of proposals for internal proposal competitions.
  11. Other duties as assigned.
- Periodic:
  1. N/A

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Outstanding communication skills.	N/A
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
One year 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>
Direct supervision from assigned management.	N/A

***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.
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*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.