Posting Preview

Job Requisition

Requisition Number: 03017417
Recruitment Open To: UCD/UCDHS Employees and General Public
For Full Consideration Apply By: 09-21-2016
Closing Date: 
Position: CONTRACTS AND GRANTS ANALYST III
Payroll Title ANALYST III
Number of Positions: Multiple
Salary: $3,908.33 - $7,041.67/mo; Salary up to the mid-point commensurate with experience.
Appointment Type: Career
Appointment Description: 100% Fixed; Monday - Friday; 8:00am to 5:00pm
Overtime Eligible: (FLSA) Exempt
Union/HEERA Representation: 
Department: OVCR - SPONSORED PROGRAMS - 061821

Department Description:
The Office of Research has overall responsibility for promotion of scholarship and management of research funding for the campus. This office manages extramural financial support, furthers research relationships with government and industry, and assists faculty in development of their scholarly research. The major components of Office of Research include: Sponsored Programs, IRB Administration, Technology and Industry Alliance, and Research Compliance.

The Sponsored Programs Office is comprised of Contracts and Grants (Proposals Team, Awards Team, Negotiation Team, Subawards Team) and Electronic Research Administration (ERA). Contracts and Grants has primary responsibility to provide administrative review of proposals and, on behalf of the Regents, submit proposals and negotiate awards for research at UC Davis. Under the general direction of the Director of Sponsored Programs, members of the office work with faculty and staff from a specific school or college to develop and review proposals prior to submission to sponsors; negotiates research agreements with sponsors; assists faculty in developing proposals and negotiating a portion of the resulting contracts and grants.

Location: Davis

Position Details

Job Summary: Under direction of a Contracts and Grants Officer, as part of a team, work with faculty and staff from a specific set of schools and/or colleges to review proposals prior to submission to sponsors; negotiate research agreements with sponsors; assist faculty in developing proposals, and negotiate a portion of the resulting contracts and grants. Each team will have a focus on either proposals or awards/subcontracts; the focus of
each team, as well as the team members, may change over time consistent with changes in the business needs of the Sponsored Programs Office.

### Physical Demands:

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

### Work Environment:

Research Administration experience serving both internal and external customers, including review and submission of proposals for contracts and grants, and preparation, review, and negotiation of research agreements.

Experience collecting, analyzing and summarizing data related to projects.

Research Administration experience in conducting complex negotiations.

Experience presenting complex technical and legal material to non-technical persons.

Experience drafting, reviewing, editing and analyzing various types of research administration agreements, legal correspondence and other written documents.

Skill using Microsoft suite of products (including but not limited to Word, Excel, and PowerPoint), and Internet Explorer.

### Minimum Qualifications:

Experience interpreting, communicating and applying terms and conditions of various sponsor's, federal, state, and University guidelines, policies, and procedures governing research including but not limited to intellectual property.

Communication skills to build constructive and effective relationships with all types of people.

Extensive knowledge of multiple sponsor's terms and conditions and advanced skills to interpret and apply complex sponsor requirements.

Knowledge of and skills to apply UC and UCD policies and procedures, and extensive knowledge of UC principles governing research and intellectual property.

Knowledge of University patent policy and its variations as related to agreements sufficient to discuss with faculty, staff and sponsor representatives.

Knowledge of legal, medical and scientific terminology.

Experience with for-profit and non-profit business contracting and funding practices and interests.

Problem-solving and analytical skills to use logic to solve difficult problems with effective solutions.

Skilled in time management and priority-setting.

### Preferred Qualifications:

Search Category: All Jobs

Background Check: Yes