UNIVERSITY GRANTS AND CONTRACTS SPECIALIST SERIES

I. DEFINITIONS

UNIVERSITY GRANTS AND CONTRACTS SPECIALIST

This job title is used as an entry level or an objective level for positions that perform University Grants and Contracts Specialist duties at a University of Wisconsin campus. Work is performed under close progressing to general supervision.

Positions functioning at an objective level are located at a University of Wisconsin campus review and process proposal and award documents submitted to all Federal, Nonfederal and NonDirect Federal sponsoring agencies and function under general supervision. The positions consult with Principal Investigators during application development to interpret Federal and Nonfederal agency policies and procedures, forms, budget and cost sharing requirements, deadlines, as well as to ensure that Principal Investigators are aware of applicable University and State policies and procedures. These positions analyze and review budgets for format and cost accounting consistency. Positions determine compliance with University, State, Federal, Nonfederal agency regulations, clearances, and certifications for both applications and awards. These positions negotiate with Federal and Nonfederal agency grant and contract officers and sponsoring agency legal counsel to provide for modification or removal of inappropriate or unacceptable terms and conditions, fiscal reporting requirements and payment schedules. Positions at this level create official award acceptance documents for approval by the Board of Regents, and provide expertise and serve as a consultant for Principal Investigators and University management on extramural support policies and procedures.

In addition, these positions review and analyze the impact that newly published Federal, Nonfederal, State, and University policy changes have on current policies and procedures; recommend changes to policies and procedures, and develop plan for implementation; contact other institutions to share concerns regarding implementation; develop on-line forms and policy and procedural documents to be used as a Web-based resource and training tool for PIs and all levels of University administration; provide training seminars to PIs, Divisional and Departmental Business Representatives, Deans, and other campus staff in the application, and awards processing procedures in order to maximize efficiency and timeliness and minimize errors and delays; and attend professional meetings as a Departmental or University representative.

UNIVERSITY GRANTS AND CONTRACTS SPECIALIST - SENIOR

Positions allocated to this level negotiate and administer the most complex grant and contract programs received by the University. Positions allocated to this level differ from the lower job title level in the scope, impact, and complexity of the grants and contracts administered, the complexity of the knowledge required of those funding agencies, the number, variety and significant differences in the funding agencies, the fiscal impact of those programs, the complexity of the grant program guidelines and the level of difficulty in interpreting those guidelines. University Grants and Contract Specialist - Senior
positions function under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Contracts Specialist, Grants Specialist, Financial Specialist, Accountant, Auditor

Differentiating University Grants and Contracts Specialist Positions From Grants Specialist or Contracts Specialist Positions

Grants Specialist positions administer grants from a funding source and provide consultation to the applicants in developing grant proposals. Grants Specialist positions perform professional duties necessary to administer grant-in-aid, contract or loan programs in which the State provides funds to other organizations or levels of government.

University Grants and Contracts Specialist positions perform professional extramural support applications and award duties necessary to apply for and administer funding from all levels of the Federal government, governmental agencies at the State and local level, for-profit and not-for-profit organizations and individual donors. University Grants and Contracts Specialist positions review and process Federal, Nonfederal and NonDirect Federal applications (roughly 4,000/year) submitted by University faculty and staff for the conduct of basic and applied research, training, and public service activities. These positions review, negotiate and establish the accounting parameters for new awards (currently $450 million/year); interpret grant and/or contract policies and procedures, forms, budgets and matching requirements; and monitor human, animal, and biological clearances. These positions negotiate, on behalf of the Board of Regents, the exclusion of inappropriate or unacceptable terms and conditions and obtain most favorable budget and fiscal considerations for indirect cost rates, fiscal reporting, payment schedules, etc.