

## LOA SALARIED JOB DESCRIPTION

### Job Function

Grant Writer/Coordinator

### Job Profile

J001502 - LOA Salaried-Business And Financial

### PURPOSE

Coordinates the pre-award planning, organization, writing and/or preparation, and the post-award administration of grants assigned to one or more departments of the university. Ensures grants are in compliance with regulatory, funding agency, and policy requirements. Provides guidance and support to investigators in the identification and development of grant opportunities.

### ESSENTIAL FUNCTIONS/PRIMARY DUTIES

- Research funding opportunities, write proposals, and track their progress from start to finish.
- Assists faculty in the development, preparation and submission of grant proposals; prepare grant applications, write sections of grant proposals, secure funding, and compile required financial and statistical data for such purposes.
- Ensures grant writing commitments or MOU commitments are met.
- Provide support and counsel in terms of identifying potential funding opportunities for faculty based on the expertise within the College.
- Ensure applications meet university guidelines and published time tables and deadlines.
- Establish accounts in Workday, allocate funds and make changes/updates to the award or expenditures.
- Provides oversight of expenditures on sponsored accounts per sponsor guidelines and requirements.
- Assists the university in maintaining accurate and allowable project expenditures.
- Ensures reimbursement or payment for costs incurred on sponsored programs accounts; accurately accounts for cash or deposits received; provides sponsors with expenditure information as required.
- Provides customer service and resolutions of post award issues.
- Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards and related statistical information.
- Creates and distributes standard and special reports, studies, summaries and analyses and required.
- Provides documentation of post award issues in case of audits.

### MINIMUM QUALIFICATIONS

Bachelor's preferred. 2 years preferred.