UNIVERSITY OF FLORIDA
GEORGE A. SMATHERS LIBRARIES

UF CLASSIFICATION: Research Administration Manager

WORKING TITLE: Grants Manager

SUMMARY OF POSITION ROLE/RESPONSIBILITIES
The purpose of the Smathers Libraries Grants Management Program is to build and support a culture of grantsmanship. The Research Administration Manager is responsible for a wide range of sponsored project administration duties, including the provision of expertise and information related to funding opportunities, training, planning of fundable projects, and grantsmanship management activities which support the Libraries’ efforts to secure, manage and successfully complete grant-funded projects which meet its goals and mission. In this context, the position is responsible for a wide range of sponsored project administration duties including co-authoring and submitting proposals with approvals received through UF’s online proposal and review system (UFIRST), serving as a liaison with funding agencies, facilitating compliance with sponsor and university policies and procedures, interpreting guidelines and regulations and policy in support of sponsored programs administration, and serving as a resource for sponsors, project teams, partners, and the various departments (Preproposal Processing, Awards Administration, and Contracts & Grants) within the Division of Sponsored Programs.

The Libraries Grants Management program is comprised of the Grants Manager, and 25% effort of an Administrative Support Assistant III position. Fiscal Services and Human Resources personnel provide additional support for the program and the position through budget development, compliance, fiscal tracking of cash and cost share, and hiring personnel related to grant awards.

The Grants Manager is responsible for developing and managing this program and for coordinating policies, processes and support mechanisms for grant activities for the Libraries. The Grants Manager works with library staff, faculty, functional teams and project teams to identify opportunities and to expand the Libraries' grants program. The Grants Manager will identify and facilitate the development of partnerships on campus, as well as with organizations locally, regionally, and nationally for project funding opportunities. The Grants Manager is responsible for coordinating the research of potential grant resources including, government, foundation and corporate institutions. This position is responsible for the collection and compilation of data, all pre-award activities related to a timely submission of proposals, coordination with the Department of Sponsored Programs, and the Awards Department and Office of Contracts and Grants for management of activities related to post-award processes. Pre-award and post-award activities also include ensuring that institutional policies such as the F&A Policy, Cost Sharing Policy, PI Status Policy and others, are followed.

ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION

Mentoring, Technical Assistance, Training and Resources (20%): Develops, promotes and delivers pre-award and post-award workshop trainings and mentoring related to procedures and strategies for the Libraries’ staff and faculty, as well as those external to the Libraries’ seeking to collaborate with the Libraries on grant funded projects, when appropriate. Maintains current knowledge of relevant sponsor priorities and guidelines. Activities for supporting the development of fundable projects include facilitating brainstorming meetings, mentoring to develop ideas, and to search for and identify appropriate sponsors and representative guidelines and policies, and generally being available to discuss ideas in the formative stages and make recommendations for next steps that may or may not lead to the planning and development of a project proposal. In partnership with the Grants Management Committee, facilitates and manages the Strategic Opportunities Grants Program, including the Emerging Technologies Program, to mentor and train Libraries’ staff and faculty in the preparation of fundable grant proposals to actualize ideas for projects that support the Libraries’ mission while demonstrating skills in the development of grant proposals. Provides post-award mentoring for PIs and project teams when projects need specific fiscal or project planning revisions. As part of the program, grantsmanship resources are searched, collected and posted online to the Grants and Fellowships: Funding
Opportunities Campus Guide, and promoted to Libraries’ staff and faculty through monthly Funding Alerts. Funding Guide resources include video recordings (recorded, edited and processed by the program’s graduate student assistant) of workshops, class lectures and conference presentations; a master deadline schedule and Funding Alerts with descriptions of funding opportunities distributed to librarians, and staff. Maintains a high level of professional knowledge through self-study, research, participation in professional development, attends webinars and conferences, where opportunity presents itself, and enrolls in training when available and pertinent to grant-seeking and research administration.

Proposal Planning, Development and Communication (35%): Proactively coordinates all activities related to proposal development, in partnership with the project principal investigator (PI) and project team. Prepares a customized checklist of all required materials and criteria for evaluation for each sponsored program for which staff and faculty are interested in submitting a proposal. Facilitates planning meetings to flesh out project activities, timelines and budgets, and determine project and proposal feasibility. Supports the acquisition of information to complete required proposal components and supplementary materials whenever appropriate. Identifies, develops and supports collaborative relationships as appropriate. Communicates with sponsors to clarify guidelines, identify project and proposal strategies and referrals, and develops cooperative relationships. Writes, edits, facilitates preparation of draft budgets, and provides expert leadership and strategies for finalizing and packaging content to submit fundable proposals based on sponsor guidelines, feedback from program officers and past grantsmanship experience. Prepares required documents for submission to the Division of Sponsored Programs and enter all proposals to UFIRST, and facilitate the approvals processes. Ensures transparency of the Grants Management Program results by providing monthly reports to Libraries’ staff on the status of recently submitted, pending, declined, and awarded proposals.

Post-Award Activities (35%): Maintains positive and productive business relationships with the University of Florida organization and with its sponsors. These activities primarily ensure that all sponsored awards to the Libraries are set up in the UFIRST/PeopleSoft online system and managed, until project completion, in compliance with procedures from UF Division of Sponsored Programs, Awards Administration, and Contracts & Grants Office, as well as individual sponsor agencies. These activities are performed in partnership with the Libraries’ HR and Fiscal Services Office. Activities also relate to set up and management of sub-awards with collaborating PIs working in other campus departments or in other academic institutions or organizations. Assists in the preparation of grant reports of sponsors, and reporting requirements, maintaining documentation of post-award correspondence, and providing technical assistance and mentoring PIs throughout the post-awards process.

Liaison, Training and Facilitation (5%): From time to time there are opportunities to showcase the Libraries’ Grants Management Program and collaborative opportunities, its awarded projects, and grantsmanship resources. Examples of these opportunities include serving on campus advisory groups, presenting training workshops or guest lectures, or facilitating planning sessions that may result in future collaborative partnership proposals with the Libraries.

MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION
5% Other Duties
   Participates in other departmental activities and special projects as assigned. Participates in staff development opportunities as needed.