

IBG Senior Grant Management Specialist (GMS) Job Duties
Revised Oct 22, 2024

Organize grant documents & calendars (20%)

- **Maintain databases:**
 - Comprehensive grant database in Google Drive (both PDF & MS Word) to streamline proposal applications and annual/final reports.
 - Ensure that proposal documents are up-to-date and accurate, including other support documents, bio sketches, facilities documents, Institutional Animal Care & Use Committee (IACUC), Institutional Review Board (IRB), and Collaborative Institutional Training Initiative (CITI) certification.
- **Maintain calendar:**
 - Coordinate with OCG (currently Tessa Brandt) create and manage a google calendar of key due dates for proposals, reports, and other grant-related activities.
 - Monitor and proactively communicate funding announcement cycle reminders and progress report due dates, informing faculty of key deadlines.

Preaward, Subaward, and grant transfers (25%)

- Work with PIs to **initiate the Proposal Submission Request (PSR) process** in InfoEd and submit progress reports and final reports, coordinating necessary information with project PIs, subrecipients, and Director of Finance and Administration (DFA).
- **Work with sub-awardees** to establish and coordinate appropriate timelines and the collection of their institution's proposals and reports, tracking documents that are received and reviewing for complete and accurate information. Request modifications and corrections from the sub-awardees as necessary. Give three-month, two-month, and one-month reminders to the sub-awardees.

Postaward (50%)

- Works collaboratively with OCG and their setup team to ensure the **award setup** accurately reflects the terms and conditions of the award, subawards are set up in a timely manner, and funds are accurately split between project components.
- **Keep track of grant budgets** (work with DFA to decide who will be responsible for which grants):
 - Regularly review and track expenditures against the approved budget to ensure funds are being spent appropriately using CU financial reports and IBG shadow reports (in the O Drive).
 - Meet regularly with PIs (as agreed with by PIs) to provide project financial reports and work with the DFA to resolve project funding issues.
- **Request extensions and supplemental funding requests.**
- Work with PIs to put in **revised budgets for RPPRs**
- **Assist with award closeout;** closing un-needed encumbrances; researching questionable expenses and determining if they are allowable, allocatable, and

consistent with the terms of the agreement; providing justification when necessary; and requesting journal entries and PETs when appropriate.

Other duties as needed and assigned (5%)

- Occasionally serve as backup for the front office by answering the phone, signing for packages and other deliveries, answering employee and visitor questions, etc.
- Assist with IBG event planning for invited speakers, student functions, employee recognition events, and recruitment functions.
- Assist with student recruitment (e.g. help transport students to the main campus for meetings within their academic departments; assist with scheduling meetings; meet caterers and check catering menus, etc.).
- Provide faculty with administrative support (e.g. assist with manuscript preparation and references; letters of reference; xerox classroom handouts and exams, etc.).
- Other reasonable duties as requested by supervisor and Director to support the needs of the Institute.

OTHER DUTIES THAT OCG (TESSA BRANDT) IS NOW DOING

Preaward, Subaward, and grant transfers

- Determine what is required for each proposal from the corresponding Notice of Funding Opportunities (NOFO) and report from InfoEd and work with PIs to capture, update, and prepare documents for OCG review.
- Coordinate all follow-up responses to the proposal and requests for action in the ERA commons (e.g., Just-In-Time, Conflict of Interest, Other Support Document).

Budget Preparation: (being done by Tessa)

- Develops proposal budgets and budget revisions in partnership with the Principal Investigators and Chief Financial Manager using university templates, including multiple budgets as needed for internal CU processes with integration into appropriate full proposal and Research Performance Progress Reports (RPPR) budgets for submission.
- Interpret the needs articulated by the PI and other research personnel in order to build the appropriate budgets for proposals and RPPRs ensuring adherence to internal and funding agency guidelines.
- Provide the PIs with appropriate budget justification templates with updated budget information specific to their submission and coordinates additional information with PIs ensuring document is fully compliant.
- Complete funding agency budget forms and other submission documents.
- Forwards the completed Budgets and Budget Justifications to the Chief Financial Manager and OCG proposal analyst for approvals and checks. Make corrections as requested, and obtain approval from the reviewer on those corrections.