

Contract Administrator Career Ladder Matrix

	Contract Administrator Family		
Job Title	Contract Administrator I	Contract Administrator II	Contract Administrator III
Job Code	MF2047	MB2017	MB2019
Pay Grade	42	44	45
Position Summary	Under the general direction of the Assistant Director or designee, the Contract Administrator I manages the administration, processing and negotiation of research grants, contracts and/or sub-awards for the institution. Facilitate partnerships with industry and sponsors. Ensure contracts are administered in compliance with institutional and governmental regulations and sponsor award terms. Serve as resource for internal and external customers providing guidance and information on contractual matters to ensure requirements for contracts are met.	Under the general direction of the Assistant Director or designee, the Contract Administrator II manages the administration, processing and negotiation of research grants, contracts and/or sub-awards for the institution. Facilitate partnerships with industry and sponsors. Ensure contracts are administered in compliance with institutional and governmental regulations and sponsor award terms. Serve as resource for internal and external customers providing guidance and information on contractual matters to ensure requirements for contracts are met.	Under the general direction of the Assistant Director or designee, the Contract Administrator III manages the administration, processing and negotiation of research grants, contracts and/or sub-awards for the institution. Facilitate partnerships with industry and sponsors. Ensure contracts are administered in compliance with institutional and governmental regulations and sponsor award terms. Serve as resource for internal and external customers providing guidance and information on contractual matters to ensure requirements for contracts are met.
Essential Functions /Scope	<ul style="list-style-type: none"> * Assist with preparation and review of grant applications and contract proposals reviewing for accuracy, completeness, presentation of project, and appropriate budgets. * Assist with the review, analysis, interpret, and negotiate legally binding terms and conditions of awards. Provide support to faculty and UMMS staff on award terms and conditions. Prepare agreements and amendments for review by Research team prior to submission. * Ensure all relevant documents are in compliance with respect to institution policies, federal regulations, state regulations and sponsor guidelines. * Assist with budget preparation related to award ensuring compliance with both internal audit and sponsor guidelines. * Investigate conflicts providing assistance with problem resolution. Review findings with Research team to facilitate contract and grant revisions. * Work with principal investigators and UMMS staff by providing advice in the preparation of responses to Requests for Applications, Program Announcements, Requests for Proposals and other special funding mechanisms by analyzing, interpreting, and explaining their unique requirements. * Review data to be transferred to post-award financial systems for accuracy. Work closely with Grant Accounting to resolve any issues. * Work with Research team to formally closeout awards performing closeout audits. 	<ul style="list-style-type: none"> * Create, review and negotiate grant applications and contract proposals reviewing for accuracy, completeness, presentation of project, and appropriate budgets * Review, analyze, interpret, and negotiate legally binding terms and conditions of awards. Advise faculty and UMMS staff on award terms and conditions. Prepare and process agreements, and amendments * Responsible for all aspects of the budgets related to award including review of re-budgeting requests ensuring compliance with both internal audit and sponsor guidelines * Oversee the generation of payments requests * Resolve conflicts and facilitate contract and grant revisions through discussions and correspondence with agency officers and legal personnel, University counsel, faculty and staff * Ensure the validity of data transferred to post-award financial systems and permissibility of proposed post-award budget changes * Participate in pre-award training and educational outreach initiatives to faculty and UMMS staff. Assists in preparation of institutional training materials and presentations * Perform risk management assessment and closeout audits. Facilitate process ensuring required progress and final reports are submitted. 	<ul style="list-style-type: none"> * Advise faculty and UMMS staff on negotiation bottlenecks, problematic terms and agreement requirements * Prepare and process agreement amendments * Facilitate budget negotiation, working closely with study teams and departmental administration and reviewing budget to ensure patient care costs and institution costs are adequately represented * Resolve conflicts and facilitate contract through discussions and correspondence with sponsors and legal personnel, University counsel, faculty and staff * Work with Office of Technology Management regarding intellectual property issues during negotiation of confidentiality agreements and industry contracts * Work with Office of General Counsel * Supervise staff as assigned * Monitor review timelines and work to identify and resolve process bottlenecks to ensure timely negotiation to support rapid study start up * Prepare and analyze negotiation metrics, and facilitate dissemination of metrics to UMMS community * Oversee and monitor budget building and financial pre-award work * Work with team to develop best practices and guidance documents * Develop and update resource materials for website and for sponsor correspondence * Assist in preparation of institutional training materials and presentations.
Required Qualifications	Bachelor's degree in Business Administration, or equivalent experience 1-3 year of relevant experience in grant/contract preparation * Familiarity with contract negotiation process	Bachelor's degree in Business Administration, or equivalent experience 3-5 years of relevant experience in grant/contract preparation erience in contract negotiations * Experience in contract negotiations * Knowledge of NIH and other Federal agency regulations	Bachelor's degree in Business Administration, or equivalent experience 5-7 years of relevant experience in grant/contract preparation erience in contract negotiations * Experience in contract negotiations * Knowledge of NIH and other Federal agency regulations
FLSA Status	Exempt	Exempt	Exempt
Promotional Process	Requisition	Requisition or In-family Promotion from Contract Administrator I	Requisition or In-family Promotion from Contract Administrator II