<table>
<thead>
<tr>
<th>Level</th>
<th>Function/Roles</th>
<th>Education/Experience (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
</tr>
</thead>
</table>
| 55N   | Grants Administrator or Supervisor I Department Level | Bachelors degree 2+ years experience in grants and contracts Supervisory experience Intermediate knowledge of sponsored research regulations | • Provides unit with daily monitoring of grants and contracts for Principal Investigator to ensure expenses are being paid according to contract and government regulations  
• Interprets regulations and guidelines of program funding for standard grants and contracts and prepares renewals and periodic reports for grant agencies  
• Prepares budget for department, unit, or school working with core or sponsored research funds typically relying on programmatic expertise to independently develop and oversee accounts, monitor balances and reconcile accounts; interpret and administer appropriate university and sponsored research fiscal policies  
• Reviews and produces financial data providing research and data analysis to present for use in planning and decision making  
• Prepares multiple complex and varied financial reports (including ad hoc reports) that require selection, preparation, and interpretation of data using complex data query tools  
• Serves as principal source of information on complex fiscal policies and procedures including federal funding rules, and advises faculty, students, or staff on existing options or alternatives effectively recommending courses of action on fiscal matters  
• Establishes and manages accounting record keeping systems, and procedures for tracking and reporting, including recommending remedial measures  
• Assists with assembling pre-award applications  
• Responsible for effort reporting for unit  
• Supervises the processing of invoices and day to day coding of expenses  
• Processes payments including vendors invoices, individual reimbursements, and other accounts payable and receivables, and researches discrepancies as required  
• Oversees purchases and shipment of equipment and supplies | IMPACT  
Some impact on operations, resources, or University’s reputation with outside grant agencies  
SCOPE  
Works for a unit on standard NIH grants monitoring and reviewing post award transactions against Federal, Grantee and University regulations | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department/university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

**NOTE:**

1) Individual positions will typically have most, but not necessarily all of the Duties & Responsibilities listed  
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.  
3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion