

## **Pre-Award Grant Specialist**

FT/Exempt

Salary range: \$67,477 - \$92,307.60

Hybrid - this role is eligible for a hybrid schedule.

The Portland VA Research Foundation (PVARF) is an independent nonprofit 501(c)(3) corporation. PVARF's mission is to support the research and educational activities conducted at the VA Portland Health Care System (VAPORHCS). Located on the grounds of the VAPORHCS, PVARF provides administrative support for outside research and education grants and contracts awarded to clinicians and scientists at the VAPORHCS.

The **Pre-Award Grant Specialist** will aid and provide oversight in the preparation and submission of complex grants and contracts. The incumbent must have a high degree of knowledge and recognized expertise in federal and non-federal grant funding. The incumbent functions with a high degree of autonomy, working collaboratively with investigators and key staff. The incumbent identifies new funding opportunities per the interest of Principal Investigators (PIs) and formulates strategies, policies, and processes to improve efficiencies.

### **Essential Duties**

- Uses advanced grants and contracts concepts to manage award submissions which require high-level expertise.
- Assist PIs and interdisciplinary teams with preparation, revisions, and submission of highly complex federal and non-federal grant and contract proposals which require complex budgets, option years, multiple investigators, and numerous subcontracts under tight deadlines.
- Assist in developing (and revising as necessary) proposal budgets and budget justifications.
- Coordinate and review proposal elements for consistency, accuracy, and thoroughness in line with sponsor guidelines.
- Take independent responsibility for ensuring that proposal submissions and pre-award management adhere to internal policies.
- Develop and negotiate contract agreements with private-sector sponsors.
- Develop and negotiate agreements with subcontractors.
- Coordinate internal and external approval processes of proposals.
- Ensure all necessary pre-award compliance activities are completed within the required internal and external timelines.
- Create and maintain tracking systems for all pre-award activities.
- Identify funding opportunities for multiple PIs.
- Facilitate the routing of documents throughout the approval and/or signature process.
- Develop and maintain templates and checklists to assist PIs in the grant application process.
- Oversee awarded grants and contracts to ensure compliance with institutional and sponsor policies.
- Work independently to assess complex grants, contracts, and subcontracts where analysis requires an in-depth evaluation of various factors.
- Work closely with and provide guidance to PVARF administrative staff on significant and complex grant management-related issues and processes.
- Master contract and regulatory requirements and ensure compliance on all applications.
- Once funded, complete internal processes to enable the awards to commence.
- Liaison for Principal Investigators and Sponsors.

### **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **KNOWLEDGE, SKILLS, and ABILITIES:**

- Knowledge of grant development, proposals, applications, and administration.
- Strong knowledge of best practices in research administration and current regulations in the areas of research administration (OMB A-21, A-110, A-113, or the Uniform Guidance) or interpretation of similar regulations.
- Strong project facilitation and management skills.
- Experience with project management platforms.
- Excellent written and oral communication skills with proven ability to generate high-quality written communications and reports.
- Ability to establish and maintain effective collaborations with the diverse campus community and representatives from foundations and federal agencies.
- Knowledge of concepts related to sponsor-specific policies, intellectual property policy, conflict of interest requirements, publication rights, application of indirect cost rates, and other complex concepts in research administration.
- Ability to manage detail and to organize and prioritize workload during high-pressure, high-volume workload periods.
- Ability to exercise sound judgment, discretion, and tact.
- Ability to work effectively and collegially with little supervision and as a member of a team.
- Strong computer skills and ability to work with various internal and sponsor electronic systems.

#### **Preferred Qualifications**

- **Bachelor's degree in a relevant field** (e.g., Business Administration, Public Administration, Science, etc.) with a minimum of 1 year of grant/contract administration experience.
- **OR** 3-5 years of experience working in a pre-award sponsored programs environment, preferably in research.
- Experience dealing with federal and state agencies and knowledge of their funding guidelines.

#### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must occasionally lift and/or move up to 10 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stand, walk, and sit.

The noise level in the work environment is usually moderate.

#### **LOCATION and ADDITIONAL INFORMATION**

- Primary job location is located on the VA Portland Health Care System campus.

**Portland VA Research Foundation is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status such as race, color, sex, sexual orientation, gender identity, religion, national origin, or age.**

Please apply online at <http://www.pvarf.org> and include a CV and cover letter explaining your interest in the position.