



Knight Vision

UNIVERSITY OF CENTRAL FLORIDA

Post-Award Specialist

Working Title: Post-Award Specialist
Pay Grades: 16, 17, 18

Job Family: Research
Levels: I, II, III

Organizational Overview

The University of Central Florida's (UCF's) Finance Business Centers (FBCs) provide first point of contact support for employees across the university's various colleges and divisions. Each center is embedded within a college or division, allowing the Finance, Research & Procurement staff within the center to be integrated into the operations and culture of the community in which they work. Through this model, Finance & Procurement staff act as invaluable advisors and business advocates for the college or division that they serve.

All Finance Business Centers are connected to the university's Central Finance Office and the Office of Research to provide clear and consistent functional accountability and support. In addition, the Central Finance Office and Office of Research will support the training and professional development needs of the FBCs. This connection provides both a strong communication channel for sharing updates in the ever-changing regulatory world in which we operate and support for college-specific challenges that need a university-wide solution. Ultimately, the connection between FBCs, the Central Finance Office and the Office of Research empowers the college and division centers with increased decision and approval rights – removing the need for back-and-forth with central offices.

All employees and FBCs are supported by an Administrative Service Center (ASC). The ASC acts as a hub for common questions and inquiries from employees across the University and updates Workday self-service support materials with current information. The ASC provides the university community access to a rich repository of information in an accessible manner, allowing the FBCs and the Central Finance Office to focus on their core missions. Finally, the ASC provides back-up for the college and division centers as necessary.

Position Summary

The Post-Award Specialist performs day-to-day post-award research administration conducted in the Finance Business Center. The Specialist will be responsible for working with administrative managers within assigned colleges, divisions, and the Central Research Office to ensure efficient transaction processing and provide stakeholders with accurate and timely information to make informed, data-driven decisions.

Example of Duties

- Routinely review and recommend updates to and development of research administration policies as needed to ensure organizational effectiveness and efficiency.
- Support modification of budget when proposed budgets are changed by agency but the scope of work does not.
- Act as liaison with the Principal Investigator (PI) and Office of Research.
- Establish purchase orders/contracts for subawards and all other sponsored related activities (i.e., materials, supplies, equipment, consulting, etc.).
- Monitor, track, and document cost share commitments, including in-kind, and ensure internal commitments are funded.
- Monitor and reconcile expenditures to ensure allowability, allocability, and reasonableness.
- Review expenditure balance and award activity to verify financial compliance with university and sponsor regulations.
- Monitor and reconcile balances to ensure spending within budget and prevent over-expenditures.
- Assist PI with requests for budget revisions and/or budget transfers.
- Review and approve travel spend authorizations and equipment requisitions on sponsored projects.
- Monitor programmatic compliance with sponsor requirements and in accordance with federal regulations, state statutes and University policy under the direction of the Office of Research.
- Initiate process to assign personnel to sponsored award at award creation, review position funding allocations for approval to ensure effort is appropriately allocated to sponsored award in accordance with the proposed budget and facilitate the periodic effort certification process.
- Obtain confirmation from PI that satisfactory technical performance by subrecipient has occurred, subaward deliverables are received and marked complete, subaward cost share requirements have been met and documented, invoiced expenses are appropriate for the subaward scope of work, and subaward invoices are approved and submitted for timely payment.
- Track and monitor PI compliance with award deliverable requirements and document as appropriate.

- Assist PI in notifying Office of Research of any changes to a grant that may require a modification to an award/agreement.
- Initiate award closeout and assist with closeout activities.
- Assist PI with administrative closeout and determining final expenditures to ensure timely closeouts of the awards.
- Understand the terms and conditions of equipment purchases on the award and assist Office of Research with the transfer of equipment at closeout in accordance with the award terms.

Qualifications

Minimum Qualifications: Bachelor's degree and (0 - 4+) years of relevant experience or combination of relevant comparable education and experience.

Relevant Experience:

- Experience comprehending, interpreting, and appropriately applying the sections of applicable grants, contracts, guidelines, regulations, and policies.
- Experience supporting PIs with post-award grant administration and monitoring compliance.
- Experience monitoring and reconciling balances and spend to ensure allowability, applicability, and prevention of over-expenditure.

Preferred Qualifications: Related Bachelor's degree and research administration certifications, such as Certified Grant's Management Specialist (CGMS).

Competencies:

- Superior attention to detail when reviewing grant and contract documents.
- Ability to comprehend, interpret, and apply grant and contract laws, guidelines, regulations, ordinances, and policies as well as the ability to explain research administration and grant compliance to others.
- Ability to work independently and be part of a team environment while developing highly effective and valued professional relationships with peers, colleagues, and cross-functional teams and to conduct oneself in an ethical manner.
- Desire to genuinely help people and provide solutions.
- Excellent organizational skills, attention to detail, and ability to monitor complex compliance requirements.
- Ability to use computers and computer systems (including hardware and software) to support, configure, run reports, enter data, or process information.
- Ability to work with anyone at any level across the institution and maintain a professional, helpful, pleasant interaction.
- Ability to create complex reports, budgets and analyze data to support PIs in their management of grants.

Physical Environment

Standard office environment with no unique physical demands.

Physical/Cognitive Requirements

- Employee must be able to sit or stand for prolonged periods of time.
- This role routinely uses standard office equipment.
- Written communication; verbal communication; logic; fast pace; multiple priorities; sitting in normal position; analyzing; reasoning; reading.

Responsibility for Confidential Data

Exposed to highly sensitive and confidential information and situations. Must be able to handle with objectivity, candor, and confidence.