COPH Pre-Award Grants Administrator (60% of job duties)

Collaborates with faculty in preparation of grant proposals for new and continuing awards.

- Maintains knowledge of and ability to interpret requirements of a wide variety of funding sources (federal, state, local and private).
- Upon receipt of initial indication of PI intent to submit a proposal (completed COPH Grant Preparation Checklist), determines whether the proposal needs to be submitted in TRACKS for ORSP review, sets up a schedule and monitors due dates for submission and review. Alerts ORSP of upcoming activities and deadlines.
- Works with the PI to gather current biosketches and other documentation required for inclusion in the proposal package.

Provides grant budget development services to P.I.'s.

- Provides current faculty and staff salaries for budget development.
- Reviews F&A rates and checks for accurate calculations.
- Confers with the post-award grants administrator on budget development for non-competing renewals, including center grants.
- Provides general support to the PI's in building the budgets; advises on rules, methodology and adequacy of proposed resources.

Reviews and approves all grant budgets prior to final submission to funding agencies. [Formal approval from the PI, the College Administrator and the Dean occur in TRACKS workflow.]

- Enters documents and budget into TRACKS upon PI request.
- Reviews the entire package prior to or following submission in TRACKS.
- Is familiar with what documents are required and ensures that all required documents are complete and included (examples: biosketches, F&A rate letter, guidelines and instructions, subaward letters etc.).
- Ensures that the budget calculations are accurate.

Administers the grants submission process for COPH in the TRACKS system, in coordination with ORSP, and serves as the key point of contact with ORSP on behalf of the college.

- Communicates with the COPH ORSP liaison regarding the TRACKS submission, in advance and after it has been submitted by the PI and approved by the COPH Administrator and the Dean.

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- Monitors the PI's response to changes and revisions required by ORSP.
- Ensures that all communications regarding the grant once it is routing in TRACKS are maintained in the TRACKS "activity history" section.
- Troubleshoots and facilitates successful completion of revisions and final submission.
- Ensures that paper submissions are mailed as required to meet deadline. Also ensures that electronic submissions to private funding organizations are submitted as required to meet the deadline.

Other Duties at COPH (40% of job duties)

Tracks extramural funding activity, maintains databases, and prepares reports for a variety of oversight entities.

- Prepares annual financial reports for CEPH, ASPPH, ATSC (Tobacco funding) and others, as well as periodic reports on levels of extramural funding, number and focus of grants and contracts, etc.
- Prepares and maintains detailed reports as required by the UAMS Office of Human Resources regarding the methodology, calculation and projection of faculty quarterly bonus payments. Processes the bonus payment information for referral to payroll and processes annual transfers related to other faculty incentives (tuition and IDC bonuses).

Due to the small number of college Business Office staff, in order to provide separation of duties, provides back-up on a number of different review and approval processes, including posting and monitoring college financial transactions, monitoring expenditures to budget, post-award grant administration, approval and release of procurement and travel transactions in SAP, approval of grant submissions in TRACKS, approval of contract transactions in CMTS, and approval of transactions in the HR Actions System. Other general financial duties as assigned.

Completes data gathering and analysis for COPH budget planning and preparation. Designs and produces reports from SAP and other databases. Assists as needed with budget development in ZBUDGET.