Job Title: Pre-Award Manager – Office of Sponsored Programs & Research
Location: CUNY Research Foundation at the College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

CAMPUS DETAILS

The College of Staten Island is one of the 11 senior colleges of the 24 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's, certificates, professional doctorate degrees, and Ph.D. degrees through The CUNY Graduate Center. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, provides transformational learning experiences both inside and outside the classroom for the diverse student body. The 204 acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island’s economic renaissance on the north shore of the island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner, including for economic impact and job creation for the greater Staten Island area.

ESSENTIAL RESPONSIBILITIES AND DUTIES

The Pre-Award Programs Manager reports to the Director of the Office of Sponsored Programs and Research. The Programs Manager: assists faculty in proposal development and coordinates the process for submissions involving more than one institution; identifies funding opportunities and shares this information with CSI faculty; supports the Director in maintaining appropriate contacts with federal, state, local, foundation, non-profit organizations, and corporate sponsors; works with OSPR staff in monitoring and ensuring compliance with research regulations; assists in the development of office policies and procedures and the implementation of college, university and government regulations concerning grants and contracts.

OTHER DUTIES

- Assist faculty in grant submissions, including budget preparation, pre-award review and administration of electronic submission systems such as FastLane, Grants.gov, NIH eRA Commons, PASSPort, and others.
- Advise faculty about appropriate grant mechanisms, eligibility requirements, and proposal development to ensure compliance of sponsor and institutional guidelines.
- Oversee federal award budget modifications, no-cost extensions, PI changes, progress reports, etc. in accordance with all established procedures from the sponsor, University and CSI.
- Work with the Research Foundation to process award agreements, verify accuracy, and set up project accounts.
• Serve as principal liaison with the Research Foundation in addressing procedural questions and communicate with sponsors when necessary.
• Serve as the College system administrator for institutional and faculty online accounts, e.g., Grants.gov, eRA Commons, NSPIRES, etc.
• Review agency guidelines for internal and external proposal submission: oversight of compliance with all grant-related regulations; financial disclosure; export control; Responsible Conduct of Research (RCR) training; Material Transfer Agreements (MTAs), etc.
• Review and interpret federal, state, and institutional research administration regulations and policies.
• Serve as primary resource for faculty questions about PSC-CUNY, and CUNY, and oversee collection, preparation, review and submission of these proposals.
• Conduct training/workshops for faculty to address sponsor policies, grant databases, budgeting and other capacity-building skills.
• Research and write a monthly newsletter of grant funding announcements, and distribute to all faculty.
• Maintain database of all grant submissions and awards.
• Review office procedures and computer systems and recommend changes or improvements as warranted.
• Prepare reports as requested.
• Other administrative duties as assigned by the Director.

QUALIFICATIONS
• Bachelor’s degree from an accredited institution.
• Four-years of experience in Research Administration.
• Working knowledge of pre-sponsored research programs or equivalent experience, as evidenced in professional accomplishments and experience assisting in securing or conducting sponsored programs.
• Working knowledge of grant submission systems for various government agencies and corporate sponsored programs e.g., Grants.gov, NIH Commons, NSF Fastlane, Research.gov, eBRAP, etc.
• Excellent oral and written communication skills

PREFERRED QUALIFICATIONS
• Master’s Degree in a related field.
• Certified Research Administrator (CRA) credential.

CORE COMPETENCE
• Strong knowledge of and previous experience with various government agencies (Federal, NY State and NYC) and corporate sponsored program requirements and practices.
• Strong knowledge of financial and budgetary principles.
• Working experience with the Federal Uniform Guidance.
- Strong knowledge of the research regulatory environment and requirements for compliance.
- Strong organizational, time management and leadership skills.
- Ability to communicate effectively with and explain complex concepts to diverse constituencies, including internal and external faculty members, staff, and colleagues.
- Strong ability in policy review, data collection, statistical evaluation of data, and strategies for conveying results to users.
- Working knowledge of legal requirements and institutional policies regarding human subject research, laboratory animal protocols, bio-safety procedures, and other areas related to research compliance.
- Ability to organize and prioritize assigned work, analyze problems, develop appropriate work methods, and maintain records.
- Ability to multi-task and handle several different duties simultaneously.

HOW TO APPLY

This posting is managed through the CUNY-Research Foundation. To apply, please go to: https://www.rfcuny.org/careers/postings?pvnID=SI-2205-004775, or you may visit the Job Openings page of the RF website: https://www.rfcuny.org/careers and enter a search for PVN ID: SI-2205-004775.

CLOSING DATE

June 9, 2022

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

COVID DISCLOSURE

Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.