

JOB DESCRIPTION

Job Title: Snr Grants Administrator
Job Code: 001607
Salary Plan: 130
Lab: Admin
Direct Supervisor: Marina Boyarina

Employing Hospital and Department:
Ragon Institute of MGH, MIT, and Harvard

Minimum degree and field of knowledge: BS/BA
Years experience required: 3 – 5 years experience

Summary:

Responsible for the pre and post award management of a portfolio of grants and contracts within the MGH, Ragon Institute of MGH, MIT and Harvard.

Works directly with the Principal Investigators and Administrative Director for Research in the submission of grant applications. Develops and monitors all financial aspects of complex awards, many with international subcontracts, ranging between ~\$5 - \$10 million. Primary duties include compliance, budget oversight and maintenance, subcontract management, reports to sponsors, and daily administrative and operational requirements of assigned contracts/grants.

Job Duties:

- Establish administrative and financial structures for all assigned grants/contracts according to the operating requirements of sponsor(s) and MGH administrative guidelines.
- Monitor all assigned monthly financial reports to ensure accuracy and budget integrity. Works with PI to identify variations, trends, issues, etc. in a timely fashion.
- Monitor all grants and contracts for compliance issues.
- Works with the IRB on all applicable human and animal protocols, consents and related compliance issues including subject reimbursement. This includes MGH and other local, national, and international sites.
- Work closely with research finance administration and staff on assigned grants and contracts; attends monthly RADG meetings; keep current with federal (NIH in particular), state and other requirements, timelines and policy issues.
- Contribute to updating and maintenance of a centralized electronic (MGH shared drives) grants management and archiving system.
- Develop annual budgets in consultation with the PI and Administrative Director, Research for the duration of the grant/contract. Perform all activity related to closing out of current budget year and initiating new budget year.
- Verify that funds are available for all equipment, personnel and major purchases. Assure compliance with federal purchase and contract requirements.
- Coordinate with Ragon Institute staff on deposits, electronic transfers and cost transfers to funds/contracts.

- In coordination with PI and Administrative Director, Research complete all information report requests from research management, including quarterly reports, audit requests, budget changes, etc.
- Develop primary working relationships with local, national, and international site administrators of assigned grants/contracts.
- Initiate and process reimbursements, purchase requisitions, and check requests for assigned grants/contracts. Coordinate with appropriate Lab Manager(s) on supplies spending for assigned grants/contracts.
- Closeout grants/contracts at end of award period and archive relevant documents into Ragon Institute storage for audit purposes.
- Participate in development and coordination of long-range plans and funding strategies for activities of assigned PIs.
- Ensure proposal compliance with Hospital and grantor policies and procedures, as well as those of sub-contracting institutions.
- Participate in department-, hospital-, or system-wide groups and task forces as requested and appropriate.
- Attends MGH, regional, and local research management meetings.
- Provide technical assistance in pre and post award management to foreign partner organizations.
- Work closely with Administrative Director, Research in making recommendations and participate in the development and implementation of policies and procedures related to the fiscal aspects of research.
- Identifies, proposes and implements creative solutions to potential fiscal issues.
- Provides assistance to the PIs in the area of budgeting control (i.e. clinical trial funding and sundry gift funding).

Qualifications:

- BS/BA
- Demonstrated research administration experience with pre and post award emphasis.
- Working knowledge of NIH and other federal, state and foundation regulations and requirements.
- Demonstrated proficiency in Microsoft Office, Word, Excel, Access and Internet applications.
- Ability to maintain extensive electronic document and e-mail files which are department property.
- Demonstrated ability to be organized and flexible in an environment which requires continuous monitoring of priorities.
- Exceptional attention to detail and confidentiality.
- Highly goal oriented, self-motivated, and ability to work independently as well as in coordination with Ragon Institute team.
- Good communication skills across multiple levels of the organization.
- An enthusiasm for working in a multicultural, multi-ethnic setting.

The above job description details the major duties and qualifications of the listed position. The employee hired to this position confirms that he/she is able to perform all duties outlined. Although the specific duties and responsibilities of this position may vary slightly, the supervisor of this position will ensure that the employee hired to this position is trained and qualified to complete each task assigned. If the duties or responsibilities of this position need to change

significantly, then the supervisor must submit an updated job description to the Office Manager for review.

Approved by (Print Name)	Signature	Date
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Supervisor (Print Name) Date	Signature
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New Hire Employee (Print Name)	Signature	Date
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