

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Research Administrator **SALARY GRADE:** HU-14  
**DATE REVISED:** December 01, 2014 **EEO CODE:** 02  
**JOB CODE:** 7003 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:** The purpose of this position is to advise and assist faculty and staff in the preparation and submission of sponsored program proposals and the administration of awards to ensure conformity to University and external sponsor rules, procedures, and guidelines, as well as governmental regulatory requirements.

**SUPERVISORY ACCOUNTABILITY:** Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

**NATURE AND SCOPE:** Internal contacts include senior administrators, faculty and staff. External contacts are with the project officers and contracting representatives of external sponsoring agencies.

**PRINCIPAL ACCOUNTABILITIES:**

Provides information and guidance to faculty on proposal development and submission, budget preparation and other administrative components of applications, especially preparation of the certifications, representations, and compliance documents.

Assist in the development of policies and procedures for the University as they relate to sponsored programs; and assist in establishing and maintaining standards of performance appropriate to a sponsored projects service office in a research-oriented University environment.

Reviews, negotiates and recommends approval of extramural sponsored research, training and professional development contracts and grants, cooperative and clinical trials agreements, and memoranda of understanding, including award documents.

Drafts modifications of prototype research agreement, contracts, and sub-contract documents to conform to individual project objectives, University guidelines, government regulations and extramural sponsor requirements.

Assists in the compilation and interpretation of data and other information, and the preparation of reports on status of proposals submitted.

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Research Administrator	<b>SALARY GRADE:</b>	HU-14
<b>DATE REVISED:</b>	December 01, 2014	<b>EEO CODE:</b>	02
<b>JOB CODE:</b>	7003	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

Assists in planning, preparing, and conducting workshops, seminars and training sessions for faculty and staff related to grants, the University's research policies and procedures, sponsored program requirements of Federal and major private funding agencies, and pre-and post-award administration procedures and policies.

Assists staff in interpretation of funding agency policies, regulations and authority delegated to researchers and evaluation of appropriateness of investigator-initiated budget documents and purchase requests.

Assist faculty and staff in preparation of sponsor-required post-award administrative documents, forms, and non-technical reports.

Recommends policy or procedural changes to improve operation of departments; assists in design and identification of administrative procedures or systems to respond to managerial, legislative or regulatory needs; assists in the development of sponsored programs policies and procedures for the University.

Performs other related duties as assigned.

**CORE COMPETENCIES:** Knowledge of federal government programs as they relate to sponsored research and development programs.

Knowledge of the Code of Federal Regulations and the Federal Acquisition Regulations (FARs) and OMB Circulars related to acquisition of grants.

Ability to research University requirements regarding funding proposals.

Ability to collect, organize and analyze complex information, including budgetary or statistical data.

Working knowledge of computer applications, i.e., database management, spreadsheets, and word processing.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Research Administrator	<b>SALARY GRADE:</b>	HU-14
<b>DATE REVISED:</b>	December 01, 2014	<b>EEO CODE:</b>	02
<b>JOB CODE:</b>	7003	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

**MINIMUM REQUIREMENTS:** Bachelor's Degree required and 7 to 10 years of related experience. 14 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation and Performance Management