A. IDENTIFICATION

Position Title: Research Grants & Contracts Officer
Department: Office of Research Services (ORS)
Position Reports To (Title): Director, Research Services
Date: April 12, 2016

B. POSITION SUMMARY

Briefly describe the primary function and purpose of the position in one or two sentences.

Reporting to the Director, Research Services, the Research Grants & Contracts Officer is responsible for assessing and reviewing foreign grant applications and complex grant agreements that require negotiation, mediation and re-drafting. The incumbent provides support for the internal research grant competition and award. The incumbent ensures awarded grants adhere to University and foreign granting agency policies; and identifies the need for compliance reviews by senior management. The position authorizes the set-up of research grant awards and liaises with Research Accounting in Financial Services. The incumbent drafts, manages, and authorizes inter-institutional Tri-Agency grant transfer arrangements sent to and receives from both eligible and non-eligible organizations.

C. DUTIES AND RESPONSIBILITIES

Starting with those you consider the most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe WHAT is done, HOW it is done and WHY it is done. Indicate in the right hand column the percentage of time spent on each particular task.

Conducts negotiations with external granting parties (e.g.: Genome BC/Canada, Heart & Stroke Foundation, Brain Canada, Grand Challenges), analyses grant requirements, terms and condition to ensure that the final grant agreement is acceptable under University policies.

Establishes and facilitates internal reviews, sign-off procedures and deadlines in order to ensure effective and efficient execution processes and timelines.

Responsible for the submission process for US and foreign grant applications which includes organizing internal procedures and deadlines, assessing eligibility of applicants, budget adherence, overhead distribution – ensures budget includes correct calculation of indirect costs for US grants, and completion of the entire application.

Reviews US electronic grants applications in preparation for submission, amendments and/or progress reporting, and close-out.

Working in conjunction with the Director or Contracts Manager, trains grant applicants and their research team on Financial Conflict of Interest (FCoI) procedures. Reviews confidential financial disclosures for possible FCoI and make recommendations on probable applications that requires VPR and FCoI Committee review.

Working in conjunction with the Manager, Research Grants, reviews Tri-Agency grant applications to determine applicant eligibility, including adherence to University and granting agency policies; and identifies the need for compliance reviews.

In collaboration with the Manager, Research Grants, assists with the annual reporting and eligibility review to Tri-Agency (government) of all grants made in the previous fiscal year to confirm researcher eligibility and status in order to ensure that the next installment of funds comes to the University.
Conducts the status review of existing internal grant accounts to ensure that researchers complete the project for which the award was made or return unused portion of their awards to be in compliance with ORS policy.

Coordinates all pre-notification and official notification grant award procedures (e.g. funding opportunities, applications, account set-up, agreements and correspondence etc.) by liaising with the Grants Assistants to ensure related database entries are maintained and updated.

Reviews and processes on-line faculty research grant applications ensuring policies and guidelines have been met for the university’s internal grant competitions.

In collaboration with Research Accounting, conducts the compliance review and authorizes all incoming research grant transfers of federally funded faculty research grants from other institutions.

Manages all outgoing research grant transfers and requests from SFU’s federally funded faculty research grants to other eligible and non-eligible institutions.

Assist with the administration and adjudication of SFU internal grants (e.g. SSHRC Small, University Publications Fund, VPR Travel Grants, Steele Fund, and VPR Bridge Funding grants) by compiling and analyzing data and generating reports regarding funding outcomes.

Ensures that e-submissions are successfully processed electronically to the Canadian funding agencies for grants with rolling deadlines (e.g. NSERC Engage, Engage Plus, SSHRC Connection grants).

Authorizes the account set-up of university research grant awards by ensuring that appropriate documentation, compliance certificates, and other pertinent information is received.

 Approves the set-up of new accounts with residual balances remaining in closed Tri-Agency grants.

Reviews and authorizes the status of existing internal grant accounts to ensure that unused internal grant funds are returned to the appropriate internal grant committee budget.

In collaboration with the Manager, Research Grants, assists SFU researchers with Tri-Agency requests by confirming eligibility to apply and confirming next grant installments.

Works in conjunction with the Manager, Research Grants and engages in all aspects of research grants including pre-award, post-award, deadline planning, adherence to research ethics, biosafety and animal care approval research grants deadline planning to determine eligibility, adjust procedures, policies and best practices

Liases with Research Accounting management pertaining to the administration of on-going research projects and ensuring conformity with Tri-Agency and other governmental agency regulations.

**Other Administrative Duties**

Keeps abreast of developments and issues by enrolment in relevant seminars, webinars and workshops offered by both SFU and related professional organizations (e.g. Canadian Association of University Research Administrators [CAURA]).

In collaboration with the Manager, Research Grants, participates in the development, recommendation and implementation of communications plans for grant competitions, including funding opportunities. Consults with internal and external stakeholders; identifies communication issues and works with ORS staff to implement communication and promotion plans.

Monitors funding opportunities and programs and assists in the development and implement of assessment processes for research grants.

In consultation with ORS staff, develops and manages communication materials for research grants by writing contents and overseeing updates to the internal ORS website, funding opportunities, and electronic mail.
D. DECISION MAKING

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

- Whether or not grant agreements are acceptable under University policies and/or ORS procedures and makes recommendations for acceptance.
- Judgment pertaining to the negotiation of a grant agreement with external parties.
- Eligibility and assessment of incomplete or non-compliance of research grant applications.
- Interpretation and application of Tri-Agency, university research grants policies and government policies.
- Makes decisions regarding approval of grant set-up, transfer of grant funds.

ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

- Issues pertaining to risk assessment, risk mitigation plans or other major compliance issues.
- The implementation of new grant programs.
- Decisions beyond the scope of university, department, and faculty policies and procedures.
- Any decision that presents the likelihood of significant political, diplomatic, legal, or financial consequences to the University or its public reputation.

E. SUPERVISION EXERCISED

Indicate the number of continuing employees for whom the position is responsible.

Number of continuing employees reporting directly to the position: 0
Total number of continuing employees for whom the position has direct responsibility: 0

F. SUPERVISION RECEIVED

Describe the extent to which the supervisor determines the day to day work load of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

The incumbent works independently following existing procedures and guidelines and meets with the Manager, Research Grants and/or Director of Research Services to discuss contentious and problematic matters.

The position is responsible for daily research grant operational activities, and priority setting. The guidelines for the position are broadly drawn and the incumbent is expected to exercise judgment in working within that context.

G. UNUSUAL WORKING CONDITIONS

Ability to work flexible hours to meet deadlines and unusual timelines of certain grant agreements’ submission and acceptance criteria.

H. ENTRANCE QUALIFICATIONS

What combination of experience, training and/or formal education do you believe is the minimum required to perform the duties of this position?

Undergraduate degree and four years of related experience in research grants and contract administration in a post-secondary institution, OR an equivalent combination of education, training and experience.

Good knowledge of University Research and governmental funding agency research policies, rules, regulations and best practices.
Excellent organizational, project management, and time management skills.

Excellent interpersonal and communication (both oral and written) skills.

Excellent research, analytical reasoning and problem-solving skills.

Excellent knowledge of preparation and submission of research funding applications.

Good budget administration skills.

Ability to work in a fast-paced and dynamic environment and demonstrate a high level of tact, diplomacy, and discretion.

Ability to interact productively and professionally with a wide range of internal and external stakeholders.

Ability to work independently and in a collaborative team setting.

Ability to use database, word processing, spreadsheet and web publishing applications.

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**I. ORGANIZATIONAL RELATIONSHIPS**

*Indicate in the appropriate blocks the title of the position to which this position reports and the titles of positions reporting directly to it. If more detail is required, add additional blocks.*

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Director, Research Services

Research Grants & Contracts Officer

Research Grants Manager
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