



**College of Engineering  
Pre-Award Research Support Lead**

**University Classification:** Research Support Administrator

**UI Job Code:** PRM4 (6B)

**Job Function:** Research (PR)

**Job Family:** Research Support (PRM)

**Working Title (if applicable):** Engineering Pre-Award Research Support Lead

**Position #:** 00302217

**Org/Dept/Sub-dept #:** 15-2750

**This Position Reports to (Name and Position #):** HS Udaykumar

**Position Specific Summary:**

As the lead for of the College of Engineering pre-award team, this position will oversee staff and provide direction, administrative support, and resources for the pre-award research administration function of the College of Engineering. This position requires a high degree of initiative and independence.

**Key Areas of Responsibilities and Specific Job Tasks**

Classification Key Areas of Responsibilities	Specific Job Duties and Tasks
<b>Grant Exploration and Development</b>	<ul style="list-style-type: none"> <li>• Lead and manage pre-award activities for federal and non-federal funding opportunities, ensuring accurate, timely, and compliant proposal submissions.</li> <li>• Support faculty, graduate students, postdocs, and staff in development of research proposals by providing guidance with the university’s research infrastructure; advising on internal deadlines; developing supporting materials; interpreting sponsor guidelines; preparing budgets and proofreading proposal documents.</li> <li>• Develop proposal development strategies that are specific to different funding agencies, industries, foundations, etc.</li> <li>• Serve as Engineering pre-award liaison with the Division of Sponsored Programs (DSP) and other offices.</li> <li>• Create, edit, review, and submit grant proposals and progress reports via electronic systems, including Cayuse, Research.gov, and the NIH eRA Commons.</li> <li>• Prepare internal routing forms, obtain institutional approvals for grant/sub-award documents, and electronically submit grant proposals.</li> <li>• Review and coordinate information between the Principal Investigator (PI), Sponsoring Agency, the Division of Sponsored Programs (DSP), and the Grant Accounting Office (GAO).</li> <li>• Promote research funding opportunities tailored to center/departmental focus and individual faculty’s interests.</li> </ul>
<b>Post-Award Administration/Financial Responsibility</b>	<ul style="list-style-type: none"> <li>• Prepare budgets for grant, contract, and sub-award proposals, renewals, budget justifications and periodic reports in accordance with federal, UI, and private foundations policies/deadlines.</li> <li>• Submit cost-share requests as part of proposal process and advise</li> </ul>

	<p>DEO/Center Director and research administrator of implications of grant awards, such as cost sharing requests and use of facilities.</p> <ul style="list-style-type: none"> <li>Recommend and implement policies, procedures and continuous improvement practices by documenting pre-award processes and enhancing workflows to improve proposal operations, accuracy, efficiency, and success rates.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Ensure compliance with contract/grant terms in accordance with university policies and state and federal regulations.</li> <li>Resolve problems and potential compliance issues in close collaboration with PIs.</li> </ul>
<b>Operational/Administrative Support</b>	<ul style="list-style-type: none"> <li>Work with the Associate Dean for Research and center/institute directors to develop and implement strategic plans to meet funding-related goals of the College.</li> <li>Prepare and/or edit reports, handbooks, training materials, funding- and research-related resource materials as needed.</li> <li>Compile statistics and information for internal and external reports.</li> <li>Interact with and support Departmental Chairs, Institute/Center Directors, Administrative Staff, PIs, DSP, GAO, Accounts Payable, and funding agency Program Officers and Grant Management Specialists regarding inquiries about contracts and grants.</li> <li>Establish new user accounts and train faculty and research staff on electronic submission systems and financial reports.</li> <li>Provide necessary training and support based on new and/or changing guidelines, including workshops.</li> <li>Develop and manage schedule for pre-award team to ensure routine data entry and documentation updates, systems, and forms are up to date.</li> </ul>
<b>External Communication and Negotiations</b>	<ul style="list-style-type: none"> <li>Serve as liaison to internal organizations and external funding agencies to assure compliance, adherence to policies and status tracking, and direct communications with sponsors and other entities.</li> <li>Communicate with University of Iowa units to assure compliance, adherence to policies and status tracking, and direct communications with sponsors and other entities.</li> </ul>
<b>Leadership/Supervision</b>	<ul style="list-style-type: none"> <li>In collaboration with stakeholders develop, gather input, and feedback, and implement policies and practices that supports staff engagement in the workplace.</li> <li>Assist in the hiring, and developing, of the pre-award team, ensuring staff adherence to university and sponsor requirements and policies.</li> <li>Collaborate with the Research Development Office of the Office of the Vice President for Research (OVPR) to organize and manage trainings and seminars.</li> <li>Provide direction, assignments, feedback, coaching and counseling to assure outcomes are achieved.</li> <li>Participate in various CoE meetings and committees.</li> </ul>

#### Technical Competencies

<b>Grants and Contracts Development and Management (Expert/Leader)</b>	<ul style="list-style-type: none"> <li>Identifies major trends in public and private grant and contract funding.</li> <li>Designs and implements grants and contracts administration policies and procedures.</li> <li>Assesses organization's capacity and readiness for seeking funding for specific projects.</li> <li>Monitors and analyzes cost effectiveness of the grants and contracts administration function.</li> <li>Identifies methods for assisting organizations to implement practices that advance grant seeking readiness.</li> <li>Identifies appropriate methods of working with local, state, federal agencies, and private sources of funding.</li> </ul>
<b>Grants/Contracts Review (Expert/Leader)</b>	<ul style="list-style-type: none"> <li>Designs systematic protocols and procedures for grants/contracts review in the organization.</li> </ul>

	<ul style="list-style-type: none"> <li>• Advocates the development of new technologies and tools for grants/contracts review.</li> <li>• Evaluates complex proposals, identifies alternatives, and makes recommendations, negotiates accordingly.</li> <li>• Predicts the future trends of grants/contracts.</li> <li>• Mentors' others on evaluating and managing grants/contracts in the field.</li> <li>• Plays a leadership role in shaping best practices for grants/contract design in the research field.</li> </ul>
<b>Budgeting (Expert/Leader)</b>	<ul style="list-style-type: none"> <li>• Ensures organizational budgeting practices meet regulatory requirements.</li> <li>• Discusses alternative budgeting strategies versus business situations.</li> <li>• Champions importance of rigor in budget managing, reporting, and explaining.</li> <li>• Monitors and ensures adherence to organization's financial practices and standards.</li> <li>• Reviews and approves all major budget adjustments; negotiates and reconciles line-item variances.</li> <li>• Introduces technologies, policies, and programs for more effective budget management.</li> </ul>
<b>Effective Communications (Expert/Leader)</b>	<ul style="list-style-type: none"> <li>• Communicates effectively with diverse audiences, using appropriate media and language.</li> <li>• Ensures important messages are clearly understood.</li> <li>• Writes reports, articles, or books for distribution to the business or professional community.</li> <li>• Works to create a climate that values and rewards good oral and written communication.</li> <li>• Coaches' others on methods of improving their own communications.</li> <li>• Monitors developments in communications tools for potential use by organization.</li> </ul>

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#).

Universal Competencies are those that apply to all university jobs, support our mission, and are consistent with our core values. Universal Competencies should be integrated into the performance review process. For detailed descriptions and proficiency levels, visit:

- [Collaborative/Positive Impact](#)
- [Service Excellence/Customer Focus](#)
- [Welcoming and Respectful Environment](#)

Education or Equivalency Required	A Master's degree or equivalent combination of education and experience is required.
Required Qualifications	Minimum of three years of experience with research funding acquisition process and proposal development, including experience developing and managing proposal budgets for multiple concurrent projects.
	Experience working with federal funding agencies.
	Demonstrated ability in leading, motivating, evaluating, and rewarding cross-functional teams with extensive proficiency in team leadership and collaboration.
	Excellent written and verbal communication skills, as demonstrated at an extensive proficiency level.
	Accuracy and attention to detail, as demonstrated at an extensive proficiency level.

	Demonstrated ability to provide excellent customer service in a fast-paced, deadline driven environment.
	Extensive proficiency in Microsoft Office computer programs, particularly Excel, Word and PowerPoint.
	Demonstrated experience working effectively in a welcoming and respectful workplace environment.
Desirable Qualifications	Extensive knowledge of University of Iowa policies, procedures, and regulations, and experience working with the University of Iowa Research Information System (UIRIS), Cayuse, and eRA Commons.
	Extensive experience working with a range of local, state, and industry sponsors.