

## CLASSE Sponsored Awards Manager

April 7, 2022

*Cornell University embraces diversity and seeks candidates who will contribute to a climate that supports students, faculty and staff of all identities and backgrounds. If you don't meet 100% of the job qualifications, but see yourself contributing, please submit an application. We strongly encourage individuals from underrepresented and/or marginalized identities to apply. We're a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.*

The Cornell Laboratory for Accelerator-based ScienceS and Education (CLASSE) is a world-class facility studying beam and accelerators, photon science, particle physics and the early universe, serving students, the public and scientists from Cornell and around the world.

### **Key Job Responsibilities:**

The CLASSE Research Administration Specialist works in collaboration with the Executive Director and Associate Directors of Administration, providing pre- and post-award support for CLASSE. The position serves as the primary contact for pre-award management and provides direct and indirect support in all areas related to proposal submissions. The Research Administration Specialist works directly with principal investigators in the development of memorandums of understanding (MOU), statements of work (SOW), and grant/contract and cooperative agreement proposals. The position monitors and ensures compliance with respective guidelines and reviews grant/contract/cooperative agreement/MOU/SOW language for accuracy and completeness. In addition, the Research Administration Specialist oversees the timely preparation and accuracy of various related reports, ensures compliance with government and university reporting, investigates and resolves related financial problems, and assists Project Managers with analysis of various project management reports, while developing financial projections and strategies.

### **Specific duties include:**

- Serve as primary contact for pre-award management; Review, analyze and negotiate standard sponsor grants and subcontracts on behalf of the University and investigators
- Maintain and interpret sponsor regulations and University policies for principal investigator and campus research administrators
- Partner with sponsors, clients, and departments on pre-award sponsored research activities required for the submission, acceptance and management of sponsored activities
- Work directly with principal investigators in the development of memorandums of understanding (MOU), statements of work (SOW), and grant/contract and cooperative agreement proposals; monitor and ensure compliance with respective guidelines
- Assist Cornell's Office of Sponsored Program's Grant and Contract Officer with negotiating and implementing subcontract agreements; administer respective programs; manage relationships with collaborative institutions (national and international)
- Review grant/contract/cooperative agreement/MOU/SOW language for accuracy and completeness.
- Ensure prompt and accurate responses to pre-award related issues and questions during the proposal submission process
- Create, manage, implement and communicate standard procedures and expectations related to proposal submission, and provide higher-level updates and data related to pending proposal submissions
- Proposal budget development in collaboration with PI; following sponsor guidelines, offering guidance, and utilizing University rates/policies. Includes oversight of sub-award budget development and collection
- Monitor sponsored accounts for accuracy; ensure expenditures are being accounted for appropriately.
- In conjunction with the Finance Manager, assist Project Managers with developing work breakdown structure (WBS) across multiple research projects

- Maintain ongoing communications regarding grant/contract administration with faculty and department administrators
- In close coordination with Project Managers and Faculty, prepare and submit Graduate Student academic appointments, summer appointments and Faculty summer appointments in Workday
- Work with OSP to determine necessary elements of deliverables/reports and ensure required deliverables/reports meet compliance and/or sponsor requirements
- Partner with sponsors, clients, and departments on post-award sponsored research activities required for the management and closing of sponsored activities
- Oversee timely preparation and accuracy of various related reports; ensure compliance with government and university reporting. Investigate and resolve related financial problems
- Develop and oversee the conversion of the WBS into an acceptable format for entry into the Cornell accounting system for project reporting utilizing Quali reporting system
- Work with Project Managers and accounting staff to develop and create meaningful reports utilizing the WBS
- Assist Project Managers with analysis of various project management reports and developing financial projections and strategies
- Interpret and implement University policies, practices and procedures to address moderately complex issues; referring complex situations to supervisor
- Review department sponsored data and recommend modifications to operations as indicated by findings for departmental success

**What We Need:**

- Bachelor's degree with 4 to 5 years of relevant experience
- Strong interpersonal skills with proven ability to work with diverse audiences
- Ability to navigate complex business interactions with sensitivity
- Ability to perform with autonomy, exercising sound independent judgement
- Experience with advanced business/technical programs and applications
- Strong commitment to quality, accuracy, collaboration, and communication
- Ability to critically evaluate practices to develop systems
- Strong attention to detail and investigative curiosity to solve problems

**What We Would Prefer:**

- Experience with advanced business/technical programs and applications
- Cornell experience and/or research administration experience

Visa sponsorship is not provided for this position.

**Please apply online at:**

<https://cornell.wd1.myworkdayjobs.com/CornellCareerPage> (posting #WDR-00030787).

Cornell University requires all employees, whether they work on campus or work fully remotely, to be fully vaccinated against COVID-19, or to have obtained a university-approved medical or religious exemption. For additional information on this requirement, visit: <https://hr.cornell.edu/covid/university-response/vaccination>

Cornell provides great benefits that include comprehensive health care options, generous retirement contributions, educational benefits (Employee Degree, Tuition Aid, Cornell Children's Tuition Assistance Programs), access to wellness programs, and employee discounts with local and national retail brands. Our leave provisions include three weeks of vacation and 13 holidays, including winter break from December 25th through January 1st.

Cornell has been nationally recognized as an award-winning workplace for our health, wellbeing, sustainability, and diversity initiatives. For more information, follow the link: [Benefits at Cornell](#).