



University System of Maryland Job Class Specification

TITLE: CONTRACT AND GRANT ASSOCIATE
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: B-131199

JOB CODE: N10CGU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: ACA

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/96

JOB SUMMARY

Under general supervision, provides para-professional support related to contract and grant proposal submission, receipt of awards, development of subcontract agreements, and the coordination of clinical testing and other agreements.

PRIMARY DUTIES

1. Conducts initial assessment of grant applications to ensure compliance with complex federal government, state, and university laws, statutes, policies, and procedures.
2. Coordinates process to ensure correct forms are used; forms are fully completed with appropriate signatures; instructions have been followed precisely; and all elements of the proposal are included.
3. Prepares a variety of agreements such as clinical testing, materials transfer, and confidential disclosure for review and approval by the Contract and Grant Administrator.
4. Compares new agreements to identify changes from pre-existing agreements and highlights changes for administrator review.
5. Submits external documents and/or agreements to sponsoring company or funding agency. Provides internal follow up/tracking system for campus projects. Ensures receipt of the institution copy of all submittal and copies of final document/agreement.
6. Develops tracking system for subcontracts; obtains copy of scope of work and budget; prepares subcontract document; prepares purchase order; drafts cover letter; tracks return of signed agreement; and sends copy of contract to the institution.
7. Modifies agreements and subcontracts according to changes negotiated by Contract and Grant Administrator.
8. Composes and signs correspondence in response to general

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- inquiries regarding sponsored programs.
9. Independently handles procedural and substantive matters not requiring technical knowledge.
 10. Researches proposal opportunities and prepares announcements, newsletters, and other communications.
 11. Assists in developing and presenting information workshops and/or seminars on sponsored programs, processes and activities.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Four years directly related experience.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of research and sponsored programs administration; and grants and contracts policies, procedures, and guidelines. General knowledge of and skill in the use of word processing, database, and spreadsheet software to produce documents and maintain information. Ability to learn Federal, State, and funding agency requirements related to grants and contracts. Ability to learn and understand legal documents, contracts, applications, and awards. Ability to communicate effectively orally and in writing. Ability to follow oral and written instructions. Ability to work in an independent and self-directed manner. Skill in using computers and other office equipment; in composing correspondence; in managing filing systems; in gathering and summarizing information; in maintaining confidentiality and handling sensitive matters with discretion and tact; and in planning, organizing, prioritizing, and executing complicated and continuing grant and contract assignments without instruction.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

N/A

