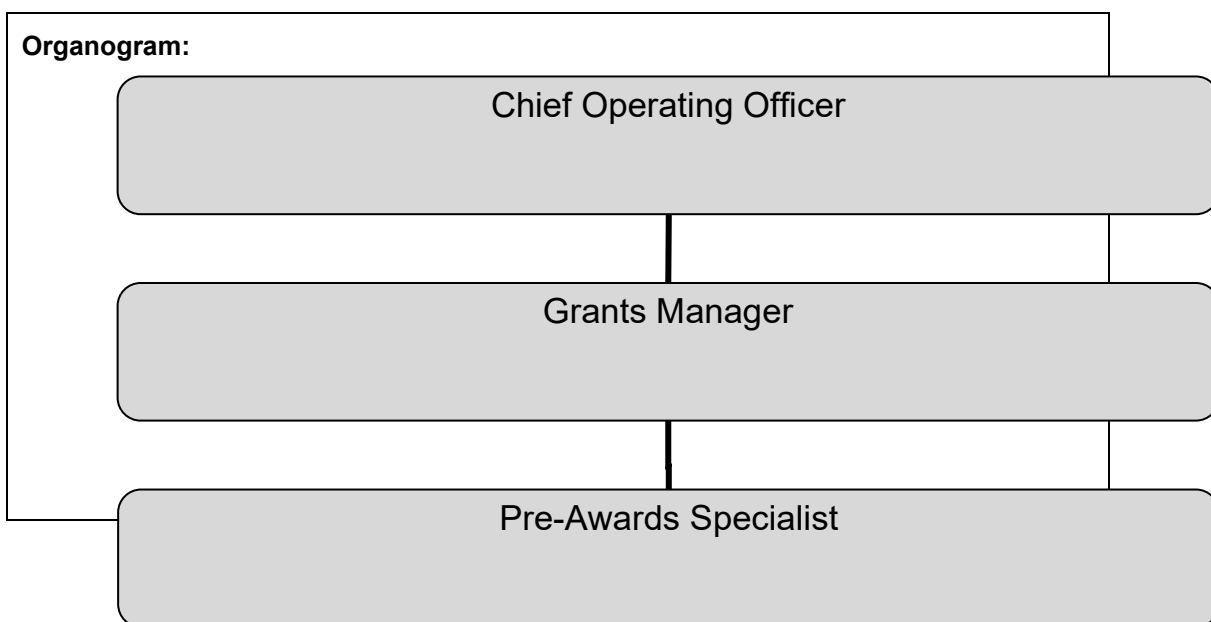




JOB DESCRIPTION

POSITION DETAILS	
Position Title	Pre-Awards Specialist
Site	Woodstock HQ
Project	
Date of compilation	13 August 2022



PURPOSE

To manage day-to-day pre-award activities, including preparation of, and accurate costings for, grant applications using the prescribed costing template. Ensure compliance with funder terms and conditions, and provide advice and support to the Principal Investigators and researchers in the preparation of funder applications, working with them to complete funder application forms and liaising with external sponsors. Managing the organization pipeline and highlighting opportunities for funding to contribute to organizational sustainability.

JOB CONTENT

Key performance areas (4 – 6)	% of time spent	Activities / Objectives / Tasks	Results / Outcomes
1	<p>Pre-Award proposal budgeting</p>	<ul style="list-style-type: none"> • Review synopsis of the protocol and compile a detailed budget with justification in line with funder's requirements and restrictions; • Ensure that all project aims are costed sufficiently; • Maintain communication with all relevant role players to address questions, concerns and ensure tasks and deadlines are adhered to; • Support internal application review to ensure all information required has been submitted. This includes the uploading of the budgets and supporting documentation on the funder's portals. Communicate with funder to ensure that timelines are kept; • Coordinate with collaborating departments and institutions in the preparation of grant proposals to ensure that all costings and justifications are completed in a timely manner to enable consolidation of the application. • Ensure all applications meet the Organisation criteria with respect to overheads and cost recovery, and advising of full economic costing where appropriate. • Maintain up-to-date knowledge of sponsors' financial terms and conditions and ensure that adherence. • Ensure that the project is costed appropriately to avoid risk to the Organisation. • Ensure that the project activity has been discussed with the relevant teams to ensure all activity is accurately costed • Review and submit applications to the Finance Manager for approval, • Be responsible for ensuring that grant application budgets are submitted within the required deadlines. Check that they are accurate and comply with sponsor rules. • Review award letters against application submitted and raise any variances with the PI or CEO to confirm that the project can be accepted and the study can be carried out within the revised budgets. • Ensure that proposals are submitted in line with funder requirements and within the required deadline • Complete award costings in SAP to enable the project to be set up • Ensure that collaboration agreements are finalised and that collaborators budgets are correctly accounted for • Notify the PI of the setup of the project in SAP 	<ul style="list-style-type: none"> • Accurate budgets for all grant proposals • Proposal budgets submitted to meet deadlines • All pipeline projects captured in SAP

2	Grant Pipeline Management	<ul style="list-style-type: none"> • Participate in grants meeting to discuss pipeline projects and their progress • Load new proposals into SAP Grants module and ensure Grants Manager opens new SAP project. • Indicate status of award and update as proposal process progresses • Communicate responsibilities with respect to record-keeping, timesheet submission, milestone recording, reporting and project sign-off. • Develop Grants pipeline resource list and set up notifications for potential grant applications • Distribute relevant information about new grant opportunities to PI's • Source possible grant opportunities on request from PI's within established grants resourcing networks • Attend the Faculty Meetings to provide PIs with updates on pipeline • Ensure that Other Support templates for PI's are kept up to date • Maintain the Grants Library information on TEAMS • Liaise with Grants Administrator to ensure due diligence documentation is updated 	<ul style="list-style-type: none"> • Pipeline meeting minutes • Pipeline status up to date • PI's informed of grant opportunities • Other support information available and up to date
3	Grants Contracting	<ul style="list-style-type: none"> • Complete template to capture contracts received from funders/sponsors • Route contracts to organization review individuals for checking • Ensure that legal review of contracts takes place if necessary • Track progress of Contracts through the legal, organizational review process • Use Contracts Review Approval form to ensure that all relevant parties have signed off on the contract • Attach Review Approval Form with contract documentation • Complete Grants Review checklist and attach to final contract for signature • Once contracts have completed the reviewed and approved by relevant individuals, liaise with COO to ensure CEO signature • Track signature timelines to ensure that deadlines are adhered to • Liaise with funder to meet deadlines or request extensions • Ensure that signed contract is forwarded to funder • Capture signed contract in project documentation repository • Develop a database of submitted grants (final packs) to ensure latest information is available to grants team for resubmissions/ revisions. • Develop and maintain an up-to-date database for standard grants supporting documentation (e.g. biosketches, facilities & resources, etc.) 	<ul style="list-style-type: none"> • Contract tracking system in place and in use • Contracts signed and submitted by deadline dates

4	Project Close out	<ul style="list-style-type: none"> • Ensure that all documents are kept as per funder's audit /statutory requirements; • Ensure that NIH RPPR and FFR process are managed effectively and submitted timeously by maintaining a schedule of due dates for these submissions, as this could have a negative impact on current and future submissions; • Submission of the final research reports which includes coordination of the operational reporting from PI's and other relevant role players into one comprehensive report; ensuring accuracy and completeness of all attachments. Attend to any funder requests for information or clarity and that they are addressed within required timelines; • Maintain good relationships with sponsors, clinic partners and service providers. 	<ul style="list-style-type: none"> • Final reports submitted in full and on time
---	--------------------------	---	---

Other duties

Perform other related duties as assigned

MINIMUM REQUIREMENTS

Minimum requirements	<ul style="list-style-type: none">• ND qualification in finance/ or related experience
Minimum experience	<ul style="list-style-type: none">• Minimum 2 years' experience in developing research grant budgets from zero• Minimum 3-5 years of experience of working in a research grants environment• Microsoft office suite with excellent excel skills• Experience working on SAP Business 1
Professional registration/ License	<ul style="list-style-type: none">• N/A

COMPETENCIES

Budget, contract and project management skills	Excellent communication skills,
Detail orientated, ,	Ability to work under pressure.
Able to work as a member of a team	