Department, Center or Institute Administrator

**OVERALL ROLE/RESPONSIBILITY**

**This role includes, but is not limited to, the following: business administrator, center administrator, department administrator, financial administrator, research administrator, and research coordinator in departments, centers and institutes.**

Provide support for Principal Investigator's (PI) research pursuits while ensuring adherence to all applicable regulations and policies. Support PI with fiscal and administrative management of research.

**PROPOSALS AND AWARDS**

[**PRE-AWARD**](http://osr.northwestern.edu/)

**Proposal Submission**

* Assist PI to develop and coordinate budgets and budget justifications including subcontracts and cost sharing, as applicable
* Examine proposal for fiscal viability including accuracy of tuition, salary, and fringe benefit rates; accurate categorization of expenses,
* Calculate and apply appropriate F&A rates
* Assist PI to create and route External Proposal Transmittal Form for approvals
* Serve as liaison with the Office for Grant and Contract Management (OGCM) to ensure timely and complete proposal submissions.
* Communicate proposal deadlines, pre-award processes and policies to PI
* Track pending proposals, status of contracts, account set-ups and sub-awards as applicable

**Pre-Award Set-Up**

* Request pre-spending account from OGCM and provide guaranteed non-sponsored support in the event the award is not funded or expenditures fall outside of the 90 day pre-award period
* Assist PI with "Just in Time" documentation request from sponsor
* Support PI when modifying project scope by coordinating all associated administrative items, including budget

**[POST-AWARD](http://osr.northwestern.edu/)**

* Use UNTHSC financial systems to track budgets, expenses, and encumbrances and generate projections.
* Assure PI is spending in accordance to UNTHSC and sponsor guidelines and that costs are allowable, reasonable, applicable and consistent.
* Structure and track cost share commitments and expenditures.
* Work with PI to ensure timely progress reporting, review of expenditure data, cost transfer, re-budgeting and no-cost extension requests to OGCM.
* Interprets and explains regulations, policies and procedures to staff and faculty.
* Provide requests to staff responsible for preparing payroll, purchasing, and other payable forms to charge expenses to sponsored projects.
* Provide timely and accurate financial information and reports to PI, and schedule meetings to review as necessary
* Review and approve purchase orders, invoices, subcontract requests, p-card charges, travel, etc.
* Works with Pre-Award, Contracts, and external collaborator on the establishment of subcontract agreement and subrecipient monitoring.
* Maintains complete and accurate financial documentation at all times through the end date of the record retention period as defined by the sponsor and UNTHSC.
* Works with Research accounting as needed to provide accurate and timely invoices and reports to sponsors.

**[CLOSEOUT](http://www.northwestern.edu/asrsp/grant-management/grant-close-out.html)**

* Review all project expenses to ensure completion and compliance, including the funding and spending of any cost share obligations, as well as outgoing subcontracts
* Assist PI with closeout reporting
* Work with OGCM to complete closeout documentation and ensure that all reporting requirements are met
* Confirm and monitor program income and communicate with OGCM, if applicable

**[EFFORT REPORTING](http://www.northwestern.edu/coststudies/effort.html)**

* Serves as effort reporting coordinator to ensure accuracy of payroll allocation and effort reporting certifications.
* Communicate with PI to track and monitor effort commitments
* Communicate with PI to complete salary planning and distribution
* Conduct pre- and post- review of effort reports on a timely basis
* Communicate with PI about effort in a timely manner
* Assist PI to manage effort commitment of project members
* Work with PI to certify effort
* Monitor effort certification and communicate with PI as needed
* Communicate with PI to resolve discrepancies. Report to chair, dean's office and central units for assistance with unresolved issues
* Complete Effort Reporting training