

Senior Research Administrator

Job Summary

You will handle various timelines and responsibilities associated with a variety of sponsors in both pre- and post-award activities, with a particular knowledge of federal grant and internal University of Michigan guidelines. Ability to achieve a high level of multitasking and prioritizing to concurrently manage numerous awards with varying degrees of complexity. You will independently manage the pre- and post-grant award processes.

You will be part of the Strategic Partnerships and Industry Relations team reporting to UMCI's Associate Director, Strategic Partnerships and Development and will work to ensure efficiency in the shared services model, which provides accurate and timely administrative support across the Center. Working as a senior research administrator at UMCI will provide you with the rather unique experiences of working for UM in the Detroit ecosystem, supporting faculty and staff who are engaged in Master's level education, workforce development, and world-class K-12 STEAM instruction, as well as advancing regional job creation and innovation strategies.

Who We Are

UMCI is an emerging extension of the Ann Arbor UM campus. Once up and running, UMCI will serve as a world-class research, education and entrepreneurship center designed to advance innovation and talent-focused community development to propel city, region and statewide job creation and inclusive economic growth by stimulating economic development in Detroit. Programming at the innovation center will offer a mixed-model approach that includes master's degrees, workforce development, youth, and other programs that will focus on technology and innovation.

Located in Downtown Detroit off Grand River Ave., the UMCI will be housed in a newly-constructed 200,000 GSF building containing technology-rich classrooms, robotics and STEM labs, and multipurpose spaces. UMCI will have event spaces, public-facing areas, lounges, galleries, a catering kitchen, and a dedicated parking structure.

The UMCI is currently under construction and is planned to open in 2027.

Responsibilities*

Pre-Award Activity:

- Oversee the grant submission process, from initial start to final submission, including coordination and preparation of necessary documentation, budget development, application, and timelines for various components of proposals.

- Review sponsor guidelines and accurately interpret solicitation requirements for application with university policies.
- Advise leadership and investigators on all aspects of proposal development, including sponsor requirements, complex multi-site budgets, budget justifications, and other supporting documentation.
- Ensure proposal information is accurate and complete including all needed supporting documentation, and complies with sponsor terms, UMCI Detroit, University policies/procedures and relevant federal regulations or other requirements before routing through the eResearch Proposal Management (eRPM) system.
- Coordinate proposal requirements with additional internal and external participants, as well as interact and coordinate with appropriate research office staff. Maintain confidential information when needed.

Post-Award Activity:

- Provide proactive, high-level financial oversight for a portfolio of grants and contracts, performing monthly reconciliations and forecasting financial viability over the long term.
- Monitor expenditures for allowability and compliance with university and sponsor rules, such as federal Uniform Guidance.
- Review and reconcile awards across cost share and sponsored research funds using MReports, Business Objects, and other tools; analyze and prepare recommendations for needed journal entries and PAR transactions, track and record encumbrances, coordinating with accounting and HR for processing. Prepare monthly reports with revenues, encumbrances, and projected balances, manage subcontracts, subprojects, and process post-award changes and closeouts. Advise principal investigators (PIs) on financial strategy and potential issues.
- Manage standard reports and requests for financial information from the sponsor, sponsored programs, and subcontract sites, along with processing any sponsor carryforward/no cost extension requests.
- Review of invoices and timely billing.

General Duties:

- Contribute to process improvements at UMCI
- Other general duties, as assigned

Required Qualifications*

- Bachelor's degree and 5-7 years progressive grant and contract administration experience, or an equivalent combination of education and experience.
- Expertise in pre- and post-award management, with knowledge of federal guidelines.

Candidate Attributes

- Demonstrated critical thinking, problem-solving, and analytical skills, with a strong attention to detail.

- Ability to achieve a high level of multitasking and prioritizing to concurrently manage numerous awards, varying degrees of complexity, and meeting deadlines
- A successful candidate will work to cultivate trust and rapport with a variety of constituents including divisional faculty and staff, department, medical school and university administration, and sponsors
- Excellent written and verbal communication skills, including the ability to communicate complex information, including data, clearly to various audiences.
- Ability to work independently and collaboratively
- Advanced computer skills including proficiency with Google gmail, docs, and sheets, as well as MS Word, Excel, PowerPoint, Adobe, and relevant AI tools
- Experience with financial management and account reconciliation, consistent with post-award grants management