



## Administration Job Family: **Grant Contract Officer – Senior Director Office Sponsored Programs**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

### GENERIC JOB PROFILE SUMMARIES

Grant Contract Associate INDIVIDUAL CONTRIBUTOR	Grant Contract Officer I INDIVIDUAL CONTRIBUTOR	Grant Contract Officer II INDIVIDUAL CONTRIBUTOR	Grant Contract Officer III INDIVIDUAL CONTRIBUTOR	Senior Director Office of Sponsored Programs MANAGEMENT
Preview standard incoming material transfer agreements and non-disclosure agreements against template for accordance with Cornell policies and OSP practices.	Review, analyze and negotiate standard sponsor grants and subcontracts on behalf of the University and investigators.	Provide leadership and expertise in the review, negotiation and execution of complex sponsored research contracts, subcontracts and other agreements.	Provide daily oversight and management of grant/contracts; negotiate, revise terms and execute highly complex sponsored research contracts, subcontracts and other agreements.	Provide leadership in the administration of institutional grant funds; direct all aspects the grants and contracts administration of Sponsored Programs; negotiate and sign research and research-related grants and contracts.
Evaluate requests for amendments to sponsored grants and other awards that conform to Cornell policies.	Maintain and interpret sponsor regulations and University policies for principal investigator and campus research administrators.	Recommend and advise on interpretation of sponsor’s regulations and guidelines and University policies and procedures.	Provide advice and interpretation of sponsor’s regulations and guidelines, University policies and procedures; identify and assist in development of necessary revisions.	Develop and implement policies, procedures, and programs for all functional areas in OSP.
Assist Grant Contract Officers pre/post award sponsored research activities required for the submission, acceptance, management and closing of certain sponsored activities.	Partner with sponsors, clients, and departments on pre/post award sponsored research activities required for the submission, acceptance, management and closing of certain sponsored activities.	Provide guidance and training to Grant Contract Officers and with sponsors, clients, and departments.	Provide leadership on intellectual property and other complex contractual or legal issues related to university agreements.	Provide leadership and oversight on intellectual property and other complex contractual or legal issues related to university agreements.
Review and update standard agreements, templates and other documents to accommodate changing regulations and/or policy in consultation with GCOs/Senior staff.	Interpret, implement, and serve as primary information source for clients and department regarding University and grant/ contract policies and procedures.	Interpret, implement, and serve as primary information source for clients and department regarding University and grant/ contract policies and procedures.	Develop and implement University grant/ contract policies and procedures and provide guidance and training.	Develop and deliver research development services to campus; lead team of research development experts.

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Assist with reporting, process improvements and development of standard operating procedures.	Review and approve and/or submit proposals for external sponsors on behalf of the University.	Provide expertise and guidance to faculty on the formulation and processing of proposals and awards.	Provide expertise and guidance to senior administration on complex policies and laws related to sponsored regulations, proposals and awards.	
Coordinate incoming proposals, awards and non-financial agreements.	Interpret sponsor RFP's and communicate to PI's and departments; initiate and complete application submission process with faculty and department administrators.	Interpret complex sponsor RFP's and communicate to PI's, departments and sponsors; review and ensure completion of application submission process.	Oversee funding announcements and ensure compliance of application submission process; may assist PI in identifying funding sources and preparing proposals.	Assist faculty in identifying funding opportunities and preparing proposals.
Assist with office communication, website context, training and outreach.	Maintain ongoing communications regarding grant/contract administration with faculty and department administrators.	Maintain ongoing communications regarding grant/contract administration with faculty and department administrators.	Maintain ongoing communications regarding grant/contract administration with faculty and department administrators.	Advise senior administration on research policies; assist University research centers in maintaining adherence to agency and institutional policy.
Work with University units and OSP to determine necessary elements of deliverables/reports and ensure required deliverables/reports meet compliance and/or sponsor requirements.	Work with University units and OSP to determine necessary elements of deliverables/reports and ensure required deliverables/reports meet compliance and/or sponsor requirements.	Recommend necessary elements of deliverables/reports and ensure required deliverables/reports meet compliance and/or sponsor requirements.	Determine necessary elements of deliverables/reports and ensure required deliverables/reports meet compliance and/or sponsor requirements.	Establish process and ensure deliverables/reports meet compliance and/or sponsor requirements.
Assist with data entry and file management; ensure quality control and integrity of data.	Exercise signature authority on proposals and awards up to predetermined limit by Office of Sponsored Programs.	Exercise signature authority on complex proposals, certifications and representations, awards, subcontracts and consulting agreements, material transfer and non-disclosure agreements.	Exercise signature authority on complex proposals, certifications and representations, awards, subcontracts and consulting agreements, material transfer and non-disclosure agreements.	Determine appropriate signature authority levels; exercise signature authority on complex proposals, certifications and representations, awards, subcontracts and consulting agreements, material transfer and non-disclosure agreements.
Monitor in progress transaction activity to ensure timely execution; work with GCO's to assist with transactions.	Recommend changes to documents/agreements to accommodate changing regulations/policies in consultation.	Recommend or implement changes to documents/agreements to accommodate changing regulations/policies in consultation.	Recommend and implement changes to documents/agreements to accommodate changing regulations/policies in consultation.	Ensure implementation of changing regulations/policies.

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Assist with processing/validation of various compliance processes for new proposals, awards and amendments.	Keep abreast of existing and emerging sponsor regulations, practices, policies and potential impact on the University and sponsored programs; serve as liaison with sponsors and university offices.	Keep abreast of existing and emerging sponsor regulations, practices, policies and potential impact on the University and sponsored programs; support development of new internal policies and procedures to accommodate changes; serve as liaison with sponsors and university offices.	Provide strong leadership to a team of GCO's; evaluate workloads and assign portfolios to matching experience and expertise; set goals and priorities for team.	Represent OSP/OVPR on various standing and ad-hoc university committees.
Monitor awards award past due date and assist with close out activities.	Contribute to the development of communication and tools to assist faculty and RA's in identifying funding opportunities.	Manage compliance actions (amendments/ renewals, personnel additions); track and ensure compliance required training.	Manage complex compliance actions (amendments/ renewals, personnel additions); track and ensure compliance required training and close out compliance protocols.	Implement and direct all compliance actions (amendments/ renewals, personnel additions); track and ensure compliance required training and close out compliance protocols.
	Serve as functional expert in administrative systems development and process improvement projects; provide training on systems and procedures.		Develop and deliver training programs and mentoring to OSP staff and campus.	Work with Research Development leadership, University directors, faculty, campus, and leadership to establish an effective continuum of sponsored programs administration and services.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11554 GRANT CONTRACT ASSOCIATE, BAND E EX	10420 GRANT CONTRACT OFFICER I, BAND F	10421 GRANT CONTRACT OFFICER II, BAND G	10422 GRANT CONTRACT OFFICER III, BAND H	10063 SENIOR DIRECTOR OFFICE OF SPONSORED PROGRAMS, BAND I
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Associate's degree or equivalent; 2 years but less than 4 years of experience or equivalent	Bachelor's degree or equivalent; 3 but less than 5 years of experience or equivalent	Bachelor's degree or equivalent; 5 but less than 7 years of experience or equivalent	Bachelor's degree or equivalent; 7 but less than 10 years of experience or equivalent	Master's degree; more than 10 years of experience
<b>IMPACT</b>	Moderate impact	Significant impact	Significant impact	Significant impact	Significant impact
<b>CONTACTS - INSIDE</b>	Provide guidance to others Coordinate activities	Provide guidance Coordinating activities	Provide guidance Coordinating activities	Coordinate activities Persuade others to take particular course of action	High-level interaction Involved in diverse and highly sensitive or confidential activities
<b>CONTACTS - OUTSIDE</b>	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentation and negotiate with others	Develop and make presentation and negotiate with others	Develop and make presentation and negotiate with others	Develop and make presentation and negotiate with others
<b>CONTACTS - STUDENTS</b>	Limited contact	Limited contact	Limited contact	Limited contact	Occasional contact to provide information and instruction

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<b>SUPERVISION</b>	Provide regular on-the-job training, guidance, advice and counsel to other employees in the group, and to positions performing essentially the same work or related technical tasks	Provide regular on-the-job training, guidance, advice and counsel to other employees in the group, and to positions performing essentially the same work or related technical tasks	Provide regular on-the-job training, guidance, advice and counsel to other employees in the group, and to positions performing essentially the same work or related technical tasks	Day-to-day supervision to employees within the dept	Provide supervisory direction to other supervisors
<b>COMPLEXITY</b>	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes. Work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes. Work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes. Work requires sophisticated reasoning skills	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
<b>LEVEL OF DECISION MAKING</b>	Responsible for making some decisions which require consideration of various criteria	Assist in and influencing decisions concerning policy-setting, research, planning or students	Assist in and influencing decisions concerning policy-setting, research, planning or students	Assist in and influencing decisions concerning policy-setting, research, planning or students	Responsible for making decisions regarding policy-setting, research, planning, or students
<b>FREEDOM OF ACTION</b>	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self-direction
<b>WORKING CONDITIONS</b>	Normal working conditions include limited or no exposure to hazardous conditions/materials /equipment.	Normal working conditions include limited or no exposure to hazardous conditions/materials/equipment.	Normal working conditions include limited or no exposure to hazardous conditions/materials/equipment.	Normal working conditions include limited or no exposure to hazardous conditions/materials/equipment.	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment.