



Administration Job Family: **Research Administration Progression**

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

Research Administration Assistant INDIVIDUAL CONTRIBUTOR	Research Administration Coordinator INDIVIDUAL CONTRIBUTOR	Research Administration Specialist INDIVIDUAL CONTRIBUTOR	Research Administration Manager MANAGEMENT	Research Administration Director MANAGEMENT
Provide assistance to Principal Investigator (PI) and/or Research Administration Staff for tasks related to submission of sponsored and other restricted proposals.	Act as team lead and/or provide guidance and assistance related to submission of sponsored and other restricted proposals.	Serve as representative in the preparation of grant and contract proposals; review sponsor policies and college and University policy and guidelines for compliance.	Develop, recruit and manage team in the preparation and administration of grant and contract proposals, sponsored policies and guidelines for College and University compliance.	Work with College/Unit leadership to identify areas of research priority and identify large center, major multi-disciplinary funding opportunities to advance priorities.
Respond to inquiries related to proposals and coordinate submission for internal college/university review process.	Serve as liaison related to proposals and submittal processes; ensure internal review process has been completed.	Maintain ongoing communications regarding grant/contract administration with the PI, department administrators and OSP.	Cultivate relationships and communication regarding grant/contract administration with the OSP, PI, faculty and department administrators; ensure adequate support for PI's and address key initiatives.	With leadership, facilitate recruitment of PIs for strategic projects and creation of competitive interdisciplinary research teams; assemble teams to assist the PI(s) with proposal development.
Request and collect relevant subaward documents (i.e. statement of work, Institution letter of intent/subcontract form and budgets and justification) from each sub-recipient.	Provide initial review and confirmation of appropriate subaward documents (i.e. submission guidelines and statement of work, Institution letter of intent/subcontract form and budgets and justification) from each sub-recipient.	Interpret, implement, and serve as primary information source for college grant/contract policies and procedures; apply changing regulations/policies in consultation with College Research Office and/or OSP.	Implement and ensure college grant/contract policies procedures and regulations/policies are in compliance; process complex proposals.	Work with PI(s) and team to construct a proposal development plan and timelines. In close collaboration with the PI(s), manage the team and oversee completion of the plan

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	Set up access; assist with training and PI orientation for Research Administration (RA) tools and information.	Deliver and lead training initiatives and PI orientation for Research Administration (RA) services and roles and responsibilities.	Create and lead best practice on internal policies, procedures, tools, resources related to sponsored programs, competitions, or other funding opportunities; ensure orientation meets PI needs.	
Maintain up-to-date database and documentation of proposal correspondence and all relevant documents.	Develop and maintain database and documentation of proposal correspondence and all relevant documents.	Analyze data to provide in proposals- biosketches, effort commitment.	Analyze data to provide in proposals- biosketches, effort commitment.	Work with PIs to translate research, program ideas, and concepts into specific practical proposal concepts and development of plan and timelines
Draft and maintain standard documents for respond to or route communications.	Track and communicate proposal plans, deadlines and Requests for Proposals (RFP), as needed; may partner with PI's to interpret guidelines or resolve issues.	Partner with OSP to maintain and interpret sponsor regulations and University policies for principal investigator and campus research administrators.	Keep abreast of changing sponsor guidelines and requirements and communicate them to PI and research admin staff.	Identify internal and external experts to determine criteria for proposal development, presentation, site visits, and other aspects of successful proposals and programs; work with OSP leadership and GCO's to deliver research development.
	Notify department leadership of PI eligibility for awards/nominations; alert leadership to issues with significant commitments (i.e. space, staffing, equipment).	Advise department leadership of PI funding; anticipated support issues, potential conflicts of commitment.		Work with OSP and College Leadership and other stakeholders to develop resources and outreach for research community; maintain and communicate funding opportunities and provide assistance in effective usage of resources to bolster success.
Prepare and complete sponsor-related forms for review and approval; upload documents to electronic submission system for Research Administration/Grant Contract Officer (GCO) review.	Assemble proposal elements for GCO review/ signature and upload into electronic submission system or sponsor-specific proposal submission vehicle.	Conduct pre/post award sponsored research activities required for the submission, acceptance, management and closing of certain sponsored activities.	Oversee and review pre/post award sponsored research activities required for the submission process, communicate relevant Sponsored Programs requirements and procedures to PI.	Develop and deliver programs, training and outreach to support early career faculty in proposal success; monitor, advertise and provide advice on opportunities for faculty recognition prizes and awards

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Determine and ensure PI eligibility status for submission package.	Review routine proposals to ensure submission package policies, procedures and compliance are met; if University terms are not met refer to appropriate Research Administration Staff/OSP.	Assist with monitoring funding announcements and promote relevant opportunities; initiate application submission process with PI and department administrators.	Oversee and develop application submission process with PI and department administrators.	Monitor agency proposal content requirements and proactively provide information and resources to PI's, inform leadership of direction of funding initiatives and trends
	Assist with reporting initiatives.	Work with University units and OSP to determine necessary reporting elements to support short/long term department and college planning; ensure required deliverables/reports meet compliance and/or sponsor requirements.	Work with University units and OSP to determine necessary reporting elements to support short/long term department and college planning; ensuring compliance and/or sponsor requirements are met; provide quarterly and adhoc reports to departments and leadership.	Evaluate and streamline programmatic and administrative needs; assess institutional research infrastructure including core facilities, centers and institutes, and major research instrumentation.
Identify and obtain from the sponsoring agency specified target amounts, start date and performance period, budgetary specifications and determine limitations on facilities and administration costs (F&A).	Obtain cost sharing fund availability, specified target amounts and performance and budgetary specifications; record and monitor award financials and expenditures (track expenses, verify general ledger entries, invoices, appropriately allocate costs, etc.).	Review and determine facilities and administration cost (F&A) limitations; assist with projection of expenditures for reporting.	Manage financials; develop project expenditures allowability, proper rates, period of performance, cost-sharing, etc. for financial reports.	Manage limited submission process, identify submissions to meet strategic goals ensuring strong university submissions.
Communicate and outline information of F&A rate to Principal Investigator (PI); compute modified total direct costs (if applicable).	Communicate and outline information of F&A rate to Principal Investigator (PI); compute modified total direct costs (if applicable).	Through delegated authority from OSP exercise limited signature authority on routine proposals, certifications and representations which are consistent with Cornell Policy; review complex proposals and determine need for evaluation by OSP for review and submission to sponsor. <i>(CALS and CVM Research Offices only)</i>	Through delegated authority from OSP, exercise limited signature authority on routine proposals, certifications and representations which are consistent with Cornell Policy; review, train and manage staff on complex proposals assessment and determination of review by OSP for review and submission to sponsor. <i>(CALS and CVM Research Offices only)</i>	Develop and implement key performance indicators to measure activity, progress, and performance of activities and services.

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Determine and communicate to PI's proposal budget and potential implications including endowed and contract college benefit rates and effects of course buy-out.	Determine and communicate to PI's proposal budget and potential implications including endowed and contract college benefit rates, effects of course buy-out and additional options.	Prepare proposals for approval by OSP for final processing and submission; may review, approve and submit proposals for external sponsors on behalf of the University. <i>(CALS and CVM Research Offices only)</i>	Through delegated authority from OSP, review and provide approval for proposals submitted to OSP for submission; review, approve and submit proposals for external sponsors on behalf of the University; exercise signature authority on proposals as determined by OSP. <i>(CALS and CVM Research Offices only)</i>	Develop and analyze metrics to forecast success of research development activities; communicate projections via metrics.
Work with team lead and/or PI to allocate academic year or summer effort to an award. Explain summer salary limits to PI. Understand endowed vs. contract summer effort.	Work with team lead and/or PI to allocate and process academic year or summer effort. Communicate summer salary limits and summer salary options.	Work with unit leader to review sponsored effort for each PI periodically; partner with PI's on the possibility of a course buy-out and the effect on the budget.		
May assist in preparation draft proposal budgets and justification for input and acceptance/approval.	With PI assistance prepare proposal budgets of varying complexities, monitor and notify PI of overall summer commitment.	Prepare proposal budgets of varying complexities, coordinate aspects of university annual budget process and salary recovery.	Develop and manage department operating budget partner with leadership on risk management, financial controls and determine best practices.	
Determine cost-sharing requirement and calculate appropriate amount of PI proposed cost-sharing.	Determine cost-sharing requirement and calculate appropriate amount of PI proposed cost-sharing.	Adhere and monitor project requirement dates: manage and set contract and submission timelines, roles and responsibilities and preliminary budgets, submit requests to OSP for no-cost extensions or other extensions as needed.	Develop project timelines based upon proposal requirements; manage proposal submission process in partnership with OSP.	
Gather information on additional funding opportunities.	Research information on additional funding opportunities.	Research and identify funding opportunities for specific programs and area of general interest.	Promote available funding and relevant opportunities.	

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11867 RESEARCH ADMINISTRATION ASSISTANT, BAND D NEX	11868 RESEARCH ADMINISTRATION COORDINATOR, BAND E NEX	10150 RESEARCH ADMINISTRATION SPECIALIST, BAND F	11869 RESEARCH ADMINISTRATION MANAGER, BAND G	10063 RESEARCH ADMINISTRATION DIRECTOR, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associates Degree and 2 to 4 years relevant experience or equivalent combination	Associates Degree and 4 to 6 years relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination	Bachelor's degree and 7 to 10 years relevant experience or equivalent combination
IMPACT	Moderate impact	Moderate impact	Significant impact	Significant impact	Significant impact
CONTACTS - INSIDE	Provide guidance to others Coordinate activities	Provide guidance Cooperation of task completion	Provide guidance Coordinating activities	Provide guidance Coordinating activities	Coordinate activities Persuade others to take particular course of action
CONTACTS - OUTSIDE	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide and/or 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
CONTACTS - STUDENTS	Limited contact	Occasional contact to provide information and instruction	Limited contact	Limited contact	Limited contact

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SUPERVISION	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 department	Day-to-day supervision to employees within the department
COMPLEXITY	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	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
LEVEL OF DECISION MAKING	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	Assist in and influencing decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	General supervision Some interpretation of established work policies and procedures is required	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
WORKING CONDITIONS	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/equip. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/equip. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/equip. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/equip. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/ materials/equip. Safety gear may sometimes be required