

# University of Houston – Clear Lake

## Position Description

Job Title: **Grants Development Specialist**

Job Code: **3102**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or equivalent combination.	
Experience	Sponsored Programs experience.	
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Assists faculty in the development of proposals by providing and coordinating information on funding sources, budgeting, proposal writing and designs. Coordinate and support information on all pre-award activities and integrate information with post-award management.**

### Duties and responsibilities

### % Time

Assist faculty with preliminary proposal development through reviewing publications, listservs, other sources; disseminating opportunity announcements; examining identified program announcements and requests for proposal; reviewing, advising and negotiating proposal components to ensure compliance with sponsor guidelines; providing program advice through contacts with agencies and AASCU; and independent searches.	55
Assist faculty by initiating and formulating budgets supported by detailed cost justifications.	15
Distribute completed proposal documents to sponsors, internal faculty, deans, business coordinators, external agencies, e.g., Governor's grant management team. Track Office of Research Administration proposal submission, declination and award functions, providing reports to Deans, Communications, Governor's grants management team, and other interested parties.	15
Serve as Research Administration liaison with UCT to amend and enhance website for grant information dissemination. Assist in development and implementation of faculty grant training workshops and serve as a speaker on occasion. Assist in benchmarking survey data gathering by maintaining metrics database and by working with research accountants on specific topics.	15

*This position description describes the general qualifications, duties and responsibilities of work being performed.*