



OSP Snapshot of Roles

Executive Director	Assistant to the Executive Director
<p>Management of OSP staff and its operations Regulatory compliance Office restructure University engagements Deployment of Cayuse</p>	<p>General management/operation duties Budget & HR management Events management Special assignments and projects Work directly with executive director</p>
Program Officer	Communications Manager
<p>Maintenance and administration of grantsERA Administrative support to faculty and OSP staff Compile statistical reports Award account set-ups and report uploads</p>	<p>Deploy and manage Pivot search engine Facilitate Limited Submissions Faculty award nominations & Faculty opportunities awards OSP Communications (web, social,</p>
Associate Director for Pre-Award	Research Administrator
<p>Provide strategic leadership to RAs Submission of proposals for university Manage the proposal process (RFPs, budgets, forms, review of all submissions, etc.) Evaluate and revise procedures for day to day functions Evaluate Cayuse and Faculty training needs</p>	<p>Prepare, review and submit applications and ensure proposals are complete and in compliance with university and NSHE/UNLV policies, state and federal laws and regulations, and align with the policies, procedures and requirements of sponsoring agencies Work with the Contract Manager to review and negotiate proposals and awards Work in Cayuse for proposals incoming</p>
Associate Director for Grants & Contracts	Research Administrator
<p>Provide strategic leadership to RAs Manage the life of the award, non-financial Evaluate and revise procedures for day to day functions Answer faculty questions on awards (Review/Approve/Disapprove of Buyouts, ECC Requests)</p>	<p>Receiving and reviewing awards and modifications Providing oversight of awards to minimize the university's compliance risk, Communicating with sponsoring agencies, Assisting with developing and providing relevant training and presentations to faculty and staff, Working with the Contract Manager and Financial Research Answering faculty questions regarding their awards Preparing documentation for the transfers of awards, sub recipients, and subawards</p>
Contract Manager	Grants Analyst Pre-Award
<p>Review proposed contract language for regulations and requirements Prepared and monitors subawards and works with subcontractors in negotiation Provides training and information on grants & contracts Responsible for the development and implementation of contract management tools, standardization, and developing processes as they relate to contracting with industry, government, and private sponsors</p>	<p>Review award documents, routing forms, proposals and budgets for Workday setup Enter awards and modifications in Workday Assists in subaward agreements & modifications Close-out award notifications Assist RAs with awards and templates</p>
Financial Research Administration Manager	Financial Research Administrator
<p>Working directly with the FRAs to ensure accountability of sponsored program accounts Continue to update trainings for all staff working in Workday Setup of the account in the university's accounting system through award close-out Ensure that monthly monitoring will be completed for all OSP accounts and assist in making decisions on allowability, allocability, reasonableness and consistency Other duties include review of account activities, complete invoice process and close out of awards with the financial research administrator. Processes for reconciliation, A/R, and variance reviews; troubleshooting variances on invoices; reviews the business process approvals of purchasing cards and purchases requisitions; reviews the invoices for processing and ensures training on budget revision and other financial post award requests to sponsors; problem resolution for post award issues.</p>	<p>Review and authorize or deny expenditures Prepare and submit invoices, deposit received funds, and submit financial reports Assists with collection and analysis of financial data Review budget accounts with grants analyst Assist with collection efforts, manage cost sharing</p>
Associate Director for Financial Compliance	Grants Analyst
<p>Manage risk assessments, develop, implement, and oversee the execution of monitoring programs and metrics to test for post-award compliance with university and sponsor regulations Conduct annual sub monitoring Sample activities will be conducted to review expenditures, sponsored program attributes and associated cost accounting standards annual, quarterly and monthly reports: NSF HERD, NSHE Sponsored Programs Annual Report, OSP Quarterly Reports, Annual Budget Reports, Indirect reports, A-133 audit, program audits Provide leadership covering Effort Reporting, Cost Sharing and Sponsor non-payments</p>	<p>Review and process expenditures on accounts Prepare and submit invoices, deposit received funds, and submit financial reports Set up award and cost allocation unit Assist with collection efforts, manage cost sharing</p>