Research Administrator Job Description Guidelines and Supplemental Information

When creating Fund Manager/Research Administrator job descriptions, please use the templates created for use within EVC areas to assist with classification and consistency:

- Research Administrator 2 - JD # 321802
- Research Administrator 3 - JD # 321803

It is expected that the Career Tracks job standards and the EVC area standards are not modified. Percentages of the standards can be adjusted to reflect the mix of responsibilities for the individual position. Keep in mind that the Career Tracks standards must make up a minimum of 51% of the overall job description to be considered for this classification. Additional duties can be added to by the unit.

Additional information must be entered by the department/unit to further describe the complexity and scope of the work performed by the position. The job description templates have a section in the position overview that must be filled out to identify the resources managed and complexity of work (also listed below).

Resources to be managed will be determined by each department reflecting the quantitative measures in the Classification Matrix for Sponsored Research Administrators.

The incumbent will perform Fund Management duties as outlined below:

# of Proposals Submitted:
$ Amount of Proposals Submitted:
% of Proposal Types (Examples: Unsolicited, RFA, Center, Training Grant, Clinical, Contracts, Cost-sharing):

# of Awards Managed:
$ Amount of Awards Managed (separate direct and indirect costs):
% of Award Types (Examples: Standard, Subaward, Cost-Sharing, Program Project, Center Grant, Training Grant, Contracts):

Post award reporting complexity:

# of PI's supported:

Additional complexity/workload responsibilities:

Examples of types of items that may add complexity. This is not meant to be an exhaustive list or indicate that having a specific number of items will determine one classification over another.

- Interaction/collaborations with other departments or ORUs within UCSD
- Management of Recharge and/or Self Supporting activities
- PostDoc Visas (J1, H1B,F1opt, extensions)
- PostDoc annual reviews (compile data for PI) and route
- Dual appt w/in dept PD/TFTE (payroll complex w/dates/affects to benies)
- Proposal submission and award management for Math's Asst Visiting Prof Program (SEW) (number not reflected in Resource Profile (population is 8-16 SEW who can write proposals)
- Training Grant (UG/GRAD/Staff) effort management and agency reporting
- Clinical Service Agreements
- Clinical Trials (Industry and/or PI Initiated)
- Clinical Consulting Agreements
- Hospital Bulk Accounts (these would be piece managed within a grant or contract)
- Human Subjects Accounts/Accounting (these would be piece managed within a grant or contract)
- Lab service agreements (LSAs)
- MCA - not sub award but Multi Campus Award(s)
- Calculating Proposals with Faculty who have GCCP, HSCP, VA 8ths
- PI's that are high profile or resource intensive needs
- % effort spent performing other CT functions. Indicate Specialty and Level (Examples: Financial Analyst 2, HR Generalist 3, etc.):