

Job Description			
Job Title:	Grant and Contract Specialist	Job Category:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Department/Group:	Alliance Foundation Trials, LLC	Reports to:	Research Administrator
Location:	Chicago	Travel Required:	<10% anticipated
Level/Salary Range:	Click here to enter text.	Position Type:	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary <input type="checkbox"/>
HR Contact:	Heather Choukri	Date posted:	
ALLIANCE FOR CLINICAL TRIALS IN ONCOLOGY FOUNDATION			
<p>The Alliance for Clinical Trials in Oncology Foundation (Foundation) is a nonprofit, tax-exempt foundation created to enhance and expand the ability of the Alliance for Clinical Trials in Oncology (Alliance) to conduct cancer clinical research and address important treatment questions through large-scale clinical trials. Through efforts of the Foundation in support of the Alliance, clinical trials and laboratory research are conducted to discover new or improved ways to prevent, treat and cure many types of cancer, including leukemia and lymphoma, and cancers of the breast, prostate, lung and GI tract, and help educate the medical community on methods of cancer diagnosis, treatment, and prevention.</p> <p>The Foundation is the managing member of the Alliance NCTN Foundation, a non-profit entity that administers grants for the Alliance for Clinical Trials in Oncology program.</p>			
Purpose/Scope:			
The Grant and Contract Specialist coordinates pre-award and/or post-award activities relating to grant/contract proposals and funding.			
ROLE AND RESPONSIBILITIES			
<p>Pre Award: Works directly with research staff to review funding and grant opportunities. Gathers needed documentation and manages the execution of Subawards, Sponsored Consulting Agreements, and Subaward Amendments. Works with a broad array of sponsors, interpreting regulations and guidelines of multiple programs funding with broad and complex guidelines for spending. Ensures all applications meet agency and Alliance NCTN Foundation requirements.</p> <p>Works with the Principal Investigator, research and finance administration to develop proposal budgets, in accordance with the needs of the research plan and Agency and NCTN Foundation Requirements. Responsible for timely submission of application. Coordinates Active grant management, including submission of progress reports, non-competing applications, renewal/continual amendments, ensuring timely submission of technical reports, just-in-time submissions, no-cost extensions, and Agency required rebudgeting. Coordinates and processes subawards. Works closely with Post Award individuals (if separate) to transition grant administration upon award, including updating proposed budget to match Notice of Grant Award. Responsible for all data entry and preparation of grant reports and trend analysis.</p> <p>Post Award: Handle post award activity including account creation, regulatory and compliance monitoring, salary allocations and effort reporting, grant projections, cost allocations, cost center charges, equipment inventory, invoice preparation, grant closing process and account closing. Prepares detail expense budgets based on awarded funds from the agency. Allocates, authorizes, monitors, and controls expenses Maintains accounts including oversight, reconciliation, and error correction. Submits cost transfers/ late</p>			

cost transfers, as necessary. Performs financial forecasting. Coordinates submission of closing memos to ensure timely submission of FSR. Understands regulations and guidelines related to various awarding agencies. Prepares summaries of grants and effort allocations. Coordinates with other departments/ units/ divisions regarding multi investigator grants. Serves as contact for annual audits and agency site visits.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree or a minimum of five years of experience
- Three years of administrative, accounting, or grant and contract administration experience

Experience with budgets, ledgers, invoices, and fiscal reporting

Experience in one or more aspects of sponsored program administration in a research environment

Experience with accounting systems

- Ability to juggle multiple projects effectively.
- Strong oral and written communication skills
- Strong organizational skills
- Attention to detail
- Experience working both independently and within a team.
- Proficiency with Office and document management systems.
- Knowledge of clinical trials, preferred.

ADDITIONAL NOTES

Y

Last Updated By:	Click here to enter text.	Date:	Click here to enter text.
------------------	---------------------------	-------	---------------------------

Employee Name:

Date:

Employee Signature: _____