

**Baruch S. Blumberg Institute**  
**GRANTS MANAGER**  
**Job Description**

The mission of the *Baruch S. Blumberg Institute* is to use discovery science to find new therapies and biomarkers for hepatitis B and liver cancer; to advance its research discoveries through traditional scholarship and educational opportunities; to nurture biotechnology; and to promote public health outreach programs to improve the quality of life for those affected by chronic hepatitis B worldwide.

The *Baruch S. Blumberg Institute* is an independent nonprofit research institute established in 2003 by the Hepatitis B Foundation to advance its research mission. Today, it is one of the nation's leading centers for translational research, particularly for hepatitis B and liver cancer. The Blumberg Institute supports drug discovery, biomarker discovery and translational biotechnology around common research themes such as chronic hepatitis, liver disease, and liver cancer in an environment conducive to interaction, collaboration, and focus.

**Overview**

The Grants Manager will report to the Director of Accounting and be responsible for managing all financial and administrative aspects of sponsored research projects (pre- and post-award activities) for the *Blumberg Institute*.

**Position Description**

The Grants Manager is an integral part of the research program and works in close partnership with faculty members. They are the primary resource for providing guidance and oversight on issues related to fiscal, administrative, and regulatory management of a portfolio of grants, contracts and sponsored programs from pre-award throughout closeout. These grants and contracts are from a wide range of sponsors including the federal government (e.g., NIH, DOD), state government, foundations, and industry.

**Pre-Award Responsibilities:**

- Provide policy guidance and assistance with all aspects of proposal development, administrative forms, sponsor-required certifications, representations, and compliance requirements.
- Work with the Principal Investigators to develop appropriate budgets and ensure that all applications meet sponsor and institute requirements.
- Respond to sponsor requests and questions.
- Identify and interpret RFP's and funding opportunities and liaise with sponsors to clarify guidelines.
- Initiate and coordinate subaward proposals and agreements, working with our collaborator institutions to ensure compliance.
- Review proposals/applications for completeness and compliance with program guidelines.

### Post-Award Responsibilities:

- Serve as the lead liaison between the principal investigators and the Accounting Department to monitor all grant-funded program budgets; track expenditures against budgets to prevent overpayments or violation of agreements; and promote proper and timely spending.
- Create monthly grant financial reports, budget reconciliation and forecasting reports and use these reports to communicate regularly with the principal investigators.
- Prepare and submit revised budgets, no cost extensions, and other prior approval requests.
- Initiate and submit all closeout reports in a timely manner.

### Additional Responsibilities:

- Maintain calendar, timeline, and all relevant data on applications submitted, awarded, and completed, and share trends with Institute management.
- Assist small businesses located at the PA Biotechnology Center with information related to submitting proposals to the SBIR/STTR program, with pre- and post-award compliance and submission of proposals.
- Attend various sponsors' conferences, pre-proposal and technical workshops and webinars.
- Attend workshops, webinars, meetings, and training sessions for regulatory compliance pertaining to grants and sponsored research.

### **Qualifications**

- Bachelor's degree and/or Certified Research Administrator (CRA)
- Experience developing grant proposals and familiarity with proposal submission processes through Grants.gov, ASSIST, eBRAP.
- Experience working with investigators on the management of complex research awards and working with a variety of sponsors.
- Advanced working knowledge of research compliance issues and of key federal and state grant regulations.
- Expertise with budget preparation, budget management, and budget reporting; thorough understanding of regulations for federally funded projects.
- Excellent organizational and time management skills.
- Excellent written, analytical, problem-solving, and inter-personal skills. Tech savvy, with proficiency using Microsoft Word, Excel, Outlook, and PowerPoint; proficient in online communication tools such as Zoom and Microsoft Teams.
- Demonstrated commitment to efficiently and collegially handling a high volume of business transactions for a diverse group of researchers, and prioritizing support based on institutional priorities.
- Able to work both collaboratively and independently, under deadline pressure, while maintaining a high degree of accuracy.
- Awareness of and aptitude to understand, respect and adapt to cultural and identity-based difference within group environments appropriately and effectively.