

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Director
Grants and Sponsored Research
Regular Full-Time Position
Position Number 407100**

General Description

The Director for Grants and Sponsored Research reports directly to the Associate Provost for Grants and Sponsored Programs (APGSP). The incumbent is responsible for leadership in all areas of the University in the pursuit of expanded funding of external grants, contracts, appropriations and awards to the University.

Primary Duties and Responsibilities

- Direct and advance the University's efforts to obtain federal, state, local government and private sector funding through appropriations, grants, contracts and awards for research (faculty, graduate, and undergraduate), curriculum enhancement and development, community services and new program development for contemporary issues.
- Provide leadership in supporting institutional efforts to secure external funding by: a) advising faculty and staff regarding their proposal development strategies; b) training and mentoring faculty in grantmanship and in locating funding opportunities; c) leading project planning and proposal development for projects benefiting the institution at large.
- Develop a comprehensive and diverse network of contacts with funding agencies and collaborative organizations designed to increase grant appropriation participation.
- Act as the institution's legislative liaison for all activities and correspondence with U.S. Congressional and Senate Offices.
- Coordinate all lobbyist activities.
- Manage and coordinate all programmatic and fiscal responsibilities with consultants contracted for external funding applications.
- Assist and support the grant-seeking efforts of faculty, administrative/professional staff and other collaborative groups of academic departments, education and community leaders.
- Prepare, coordinate and submit grants in a timely and compliant manner.
- Expand, manage and diversify the University's portfolio of external funding and funding sponsors.
- Build interdisciplinary collaborations and planning teams for proposal development for the University and surrounding communities.
- Review, edit and approve all grant proposals/applications for submission. Ensure that all submissions forwarded from the University are clear, conform with funding program priorities and are compliant with philanthropic organizations, government, agency and University policy.
- Manage internal administrative review of grant proposals prior to submission to the APGSP for signature and external submission.
- Negotiate contract and grant awards with sponsoring agencies. Serve as institutional liaison to sponsoring agencies for funded projects, including negotiation of budgetary and contract revision.
- Negotiate cost disallowances and other contractual issues with sponsoring agencies as needed, in consultation with the APGSP and the Vice President for Finance and Administration.
- Coordinate with the Vice President of Legal Affairs and Strategic Planning to insure the full execution of all contracts in a timely manner.

Primary Duties and Responsibilities continued

- Provide oversight to the principal investigator's responsibility of recordkeeping, reporting and approval procedures for funded projects to assure compliance with terms and conditions of grant and contract awards.
- Work with the Grant's Accountant to ensure grant fund expenditures are made in compliance with sponsoring agency regulations and contract agreements.
- Review, as directed, all grant fund expenditures for programmatic compliance with sponsoring agency regulations and contract agreements.
- Monitor implementation of funded projects to assure compliance with terms of grant and contract awards.
- Ensure that required reports are submitted appropriately and on time. Assist faculty with project closeout and final reporting.
- Manage University funds allocated for cost-sharing on sponsored agreements.
- Advocate for funded projects and research contracts to assure programmatic success by: a) securing University cost-sharing, facilities and other necessary institutional support; b) fostering assimilation with other programs (both internally and externally funded) with similar objectives and goals.
- Support multi-disciplinary faculty research interest groups to facilitate collaborations that will result in externally-supported projects.
- Supervise the day-to-day operations of the Office of Grants and Sponsored Research and support staff.
- Assume a key role in new program funding and development. Represent the University as requested by the APGSP, both internally and externally.
- Compose and revise policies, procedures, guidelines and other documents relative to procedures necessary for obtaining and maintaining external funding.
- Coordinate and provide annual reporting of objectives and the satisfaction of annual funding production standards categorically.
- Provide faculty and staff with information regarding funding opportunities.
- Develop and maintain an effective network of communication to disseminate information to all departments and faculty/administrative staff regarding funding opportunities, sponsors and deadlines.
- Research and recruit professional development and research opportunities for faculty.
- Act as an approval authority for departmental projects/activities that do not exceed a minimum total amount established by policy.
- Prepare, maintain and manage fiscal budgets for general office operation, consultants, research lobbyists, faculty development and Presidential Research Scholars.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to think creatively to solve problems.
- Ability to maintain strict confidentiality of records and information.
- Vision and leadership to develop programs to support the mission of the University.
- Strong administrative, planning, organizational, communication (verbal and written) and interpersonal skills.
- Ability to write, edit and develop proposals.
- Ability to develop and interpret policies and guidelines.
- Ability to understand, plan and execute budgets and funding associated with grant, contract and appropriations activities.
- Strong analytical skills to review literature and make recommendations.
- Must have excellent negotiating skills.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively and accurately prepare financial reports, budget reports and other documents.

Essential Functions continued

- Ability to work independently and meet deadlines with minimal or no direction.
- Ability to manage diverse project tasks simultaneously.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.

Required Minimum Qualifications

- Master's degree or above.
- Excellent communication, strong analytical abilities and research skills.
- Three years of related professional experience with proven track record of expanded acquisition of external funds.
- Successful experience in sponsored programs administration or other related higher education experience.
- Demonstrated ability to recruit extramural funding for specified goals.
- Expertise in government and/or private sector funding opportunities in support of higher education and research.
- Expertise in federal, state and institutional regulations and policies governing administration of research programs, grants and contracts.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Doctoral degree.
- Knowledge of accounting and financial reporting systems.

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