

## **Assistant Vice President Grants, Research, and Sponsored Programs**

The Assistant Vice President for Grants, Research, and Sponsored Programs (GRASP AVP) is a full-time, 12-month position under the general direction of the Provost and Vice President for Academic Affairs. One of the primary focuses of this position is securing extramural funding that contributes to the institution's priorities and commitment to academic excellence in teaching and learning. The GRASP AVP plays a critical role in the planning and achievement of the ambitious vision of making CSUB the leading institution of the California State University system.

Duties and Responsibilities include:

Assisting administrators, faculty, and students in all phases of grant award competition and management of:

- Project concept development
- Identification of funding sources
- Proposal and budget development
- Approval processes
- Award negotiations
- Post-award administration
- Quality, regulatory, and fiscal compliance, reporting, and grant closure.

The GRASP AVP also manages all activities associated with post-award administration to ensure compliance with sponsored program requirements, CSU and CSUB policies, and all applicable federal provisions in OMB Circulars A-21, A-110, and A-133.

- Responsibility for institutional oversight of fiscal management, including ensuring appropriate cost sharing/matching commitments and direct and indirect cost recovery
- Preparation of a wide variety of reports required by federal, state, local, CSU, and campus organizations regarding quality, regulatory, and fiscal compliance
- Authoring and maintaining research policies and operating procedures for campus employees receiving external funds
- Assessing and evaluating the impact of implemented policies, and executing changes as needed
- Monitoring legislation and appropriations that impact sponsored programs
- Training and supporting Principal Investigators
- Serving as the campus contact to federal, state, and local awarding agencies for matters relating to sponsored program administration and fiscal management.
- The AVP is further responsible for managing the GRASP office, its activities, budget, operation, and personnel, and will perform other duties as assigned.