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|-------------------|---------------------------|--------------------|---------------------------------|
| Job Title | Business Research Analyst | Job Code | RS0418 |
| Pay Plan | A&P | Pay Grade | 19 |
| Union | Non-Union | FLSA Status | Exempt |
| Job Family | Research | Union Code | 0 |
| | | Subfamily | Research and Program Management |

Job Family & Subfamily Summary

Research Professionals provide specialized technical or scientific support directly to research projects.

Research and Program Management Professionals oversee research-related activities, may include research/program staff management, compliance monitoring, and writing/reviewing research protocols.

Job Summary

Responsible for all aspects of the compliance monitoring of the university's sponsored-project accounts to include audit mitigation, representation and response, and policy review and development. This position is also responsible for research related institutional reporting and for acting on behalf of the Director of Compliance in the Director's absence.

Representative Duties

1. Compliance Monitoring

- Maintains and assures compliance with all federal, state, local, university, and sponsor-specific laws, rules, and regulations related to the proper financial and administrative conduct of externally funded contracts and grants
- Represents the university during audits and site visits
- Develops and maintains a compliance monitoring program for research related activity consistent with the US Federal Sentencing Guidelines
- Overall responsibility for day to day operations of the compliance program

2. Service Center Management

- Establishes & maintains university-wide service center policies and procedures
- Oversees the University of Central Florida's Service Center Committee
- Reviews and maintains appropriate service center pricing structures in accordance with Federal Regulations and State statutes
- Coordinates service center policies and pricing structures with Finance and Administration
- Trains staff, faculty, and departmental administration
- Supervises 1 person

3. Oversight

- Oversees the review and approval of ID transfers journals in the general ledger
- Performs analysis of the allowability at costs based on federal, state, and sponsor-specific regulations, the financial analysis of budget position and cost forecasting, the justifications for the IDI journals, and the impact and timing of the financial month-end close
- Ensures UCF policies and procedures are followed, consistently applied and timely executed
- Oversees personnel coordinating all Time & Effort (T&E) related activities to ensure the development of and enforcing the policies and procedures related to time and effort certification at the university is maintained

4. Institutional Reporting

- Develops and submits the university's disclosure statement (DS-2)
- Coordinates and collects data from UCF's Facilities and Administrative Cost (Indirect) rate proposal, to include coordination of the corresponding research related space study
- Prepares and submits UCF's annual Federal Property and Accountability report, the Federal Acquisition Regulation's required annual property self-assessment, and the NASA annual report of Government property
- Collects and categorizes data for UCF's submission of the National Science Foundation's Higher Education Research and Development (HERD) survey

- Manages the timely and accurate submission of federally mandated biannual reports related to minority vendor inclusion in the acquisition of goods and services on contracts and grants

5.

- Facilitates the training and professional development on compliance related issues
- Maintains university documentation standards (written policies, procedures, reports, etc)
- Coordinates with UCF Internal Audit, University Compliance, Ethics, and Risk Office, Finance and Accounting, and other offices necessary to facilitate responsibilities

Education, Experience, Skill Requirements

| | Required | Preferred |
|--------------------------------------|------------|-----------|
| Education Level | Bachelor's | Master's |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| 2+ years of relevant work experience | | |
| Additional Requirements | | |
| | | |

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.