This position serves as the primary contact for the time and effort certification such as hosting training sessions and supporting the ecrt implementation throughout the University; as well as serving as the Division's primary purchasing card approver. This position works with both Pre-Award and Post-Award departments to gather the necessary documentation in order to establish sponsors and awards in PantherSoft. The Sr. Grants Specialist runs and interprets month-end financial reports and also reconciles and submits payroll transfers. This position also assists with year-end activities.