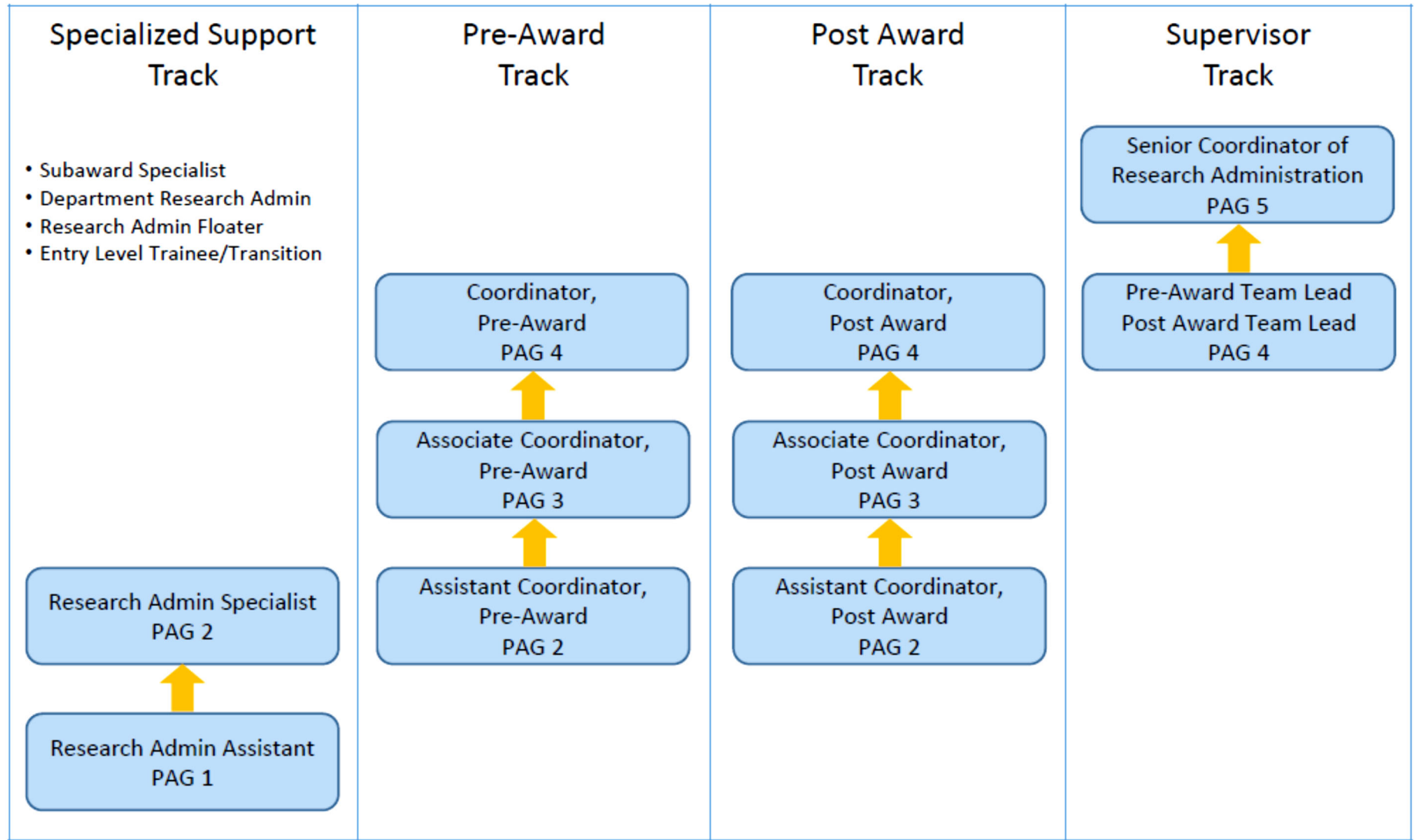


PAG Career Ladder – Tracks and Levels



Proposal and Award Generalist Career Ladder

	Sub Level	Track	Scope of Effort	Suggested Training	Demonstrates Readiness for Upgrade
Level 1	N/A	Specialized Support	<ul style="list-style-type: none"> • Entry level position for staff with little/no professional work experience, or staff seeking a career transition • Focus is on learning research admin basics, and familiarization with PSU systems, processes and policies • Works with other members of staff to complete assigned support tasks 	<ul style="list-style-type: none"> • ACES • ACOR participant • PSU systems training • PSU policy overview 	<ul style="list-style-type: none"> • Independently completes assigned tasks • Understands and complies with PSU policies and procedures
Level 2	N/A	Specialized Support	<ul style="list-style-type: none"> • Department-level research admin position or subprocess specialist in a college office • Independently responsible for tasks that support pre-award and/or post award processes 	<ul style="list-style-type: none"> • ACES • ACOR participant • Overview of PSU research admin policies and guidelines • Overview of federal Uniform Guidance policies 	<ul style="list-style-type: none"> • No further upgrade within this track • Next career step: transition to a Pre-Award or Post Award track position
		Pre-Award	<ul style="list-style-type: none"> • Focus is on learning baseline proposal submission skills and building experience with non-complex proposal submissions • Significant training, quality review and oversight needed 		<ul style="list-style-type: none"> • Performs all non-complex proposal submission tasks independently with minimal errors • Submits proposals to a variety of different sponsors with a variety of formats and systems
		Post Award	<ul style="list-style-type: none"> • Focus is on learning baseline award administration tasks and building experience with standard federal awards • Significant training, quality review and oversight needed 		<ul style="list-style-type: none"> • Establishes accounts and loads budgets independently with minimal errors • Initiates subawards and processes invoice payments

- Focus on learning the job
- Baseline understanding of RA policies and processes
- Substantial investment in training

	Sub Level	Track	Scope of Effort	Suggested Training	Demonstrates Readiness for Upgrade
Level 3	3A	Pre-Award	<ul style="list-style-type: none"> • Building proposal submission skills, initial exposure to complex proposal submissions • Developing experience with a variety of sponsors • Suggests process improvements • Leverages prior experience to identify issues and offer guidance 	<ul style="list-style-type: none"> • ACES • ACOR participant • Cross training: review of award documents, account setup and budgeting (AURA, BARA) 	<ul style="list-style-type: none"> • Submits proposals to all sponsor categories applicable to college or unit • Suggested a process improvement that has been implemented by the unit
		Post Award	<ul style="list-style-type: none"> • Building award administration skills, initial experience with complex award administration • Developing experience with a variety of sponsors and award types • Developing experience with expenditure tracking and resolving minor encumbrance and expenditure issues • Suggests process improvements • Leverages prior experience to identify issues and offer guidance 	<ul style="list-style-type: none"> • ACES • ACOR participant • Cross training: NSF or NIH solicitation review and preparing components of a standard proposal 	<ul style="list-style-type: none"> • Independently administers all awards for a specified set of units or sponsors • Identifies and resolves expenditure issues
	3B	Pre-Award	<ul style="list-style-type: none"> • Proficient with the full range of proposals submitted by the college or unit • Building depth of experience with complex proposals • Researches issues and recommends process improvements 	<ul style="list-style-type: none"> • ACOR participant • Cross training: expenditure tracking and financial reporting • CPRA Certification 	<ul style="list-style-type: none"> • Complex issue resolution • RA community contribution beyond college/unit • Granted limited AOR responsibilities
		Post Award	<ul style="list-style-type: none"> • Proficient with the full range of awards administered by the college or unit • Independently creates and submits financial reports to sponsors • Researches issues and recommends process improvements 	<ul style="list-style-type: none"> • ACOR participant • Cross training: submission of other federal proposals • CFRA Certification 	<ul style="list-style-type: none"> • Complex award administration • RA community contribution beyond college/unit • Granted limited AOR responsibilities

- Focus on doing the job
- Building depth and breadth of experience over time
- Cross-training, process improvements, contributing to RA community

	Sub Level	Track	Scope of Effort	Suggested Training	Demonstrates Readiness for Upgrade
Level 4	N/A	Pre-Award	<ul style="list-style-type: none"> • Performs most work activities in a large volume, fast paced, complex, detailed, and multifaceted environment, typically a large college/unit • Expertise with the full range of proposals submitted by the college or unit • Resolves issues and implements process improvements • Assigned complex work processes • Participates in RA community-wide activities • Proactively engages faculty and managers to provide recommendations and guidance to improve proposal success rate • Supports mentoring and training of junior staff, floaters and interns 	<ul style="list-style-type: none"> • PSU Supervisory Series, Level 1 • PSU Supervisory Series, Level 2 • Cross training: cost share setup, tracking and reporting • Membership in NCURA or SRA • CRA Certification 	<ul style="list-style-type: none"> • No further upgrade within this track • Next career step: transition to a Pre-Award Supervisory position
		Post Award	<ul style="list-style-type: none"> • Performs most work activities in a large volume, fast paced, complex, detailed, and multifaceted environment, typically a large college/unit • Expertise with the full range of awards administered by the college or unit • Resolves issues and implements process improvements • Assigned complex work processes • Participates in RA community-wide activities • Proactively engages faculty and managers to provide recommendations and guidance on appropriate award administration actions • Supports mentoring and training of junior staff, floaters and interns 	<ul style="list-style-type: none"> • PSU Supervisory Series, Level 1 • PSU Supervisory Series, Level 2 • Cross training: non-federal proposal submission • Membership in NCURA or SRA • CRA Certification 	<ul style="list-style-type: none"> • No further upgrade within this track • Next career step: transition to a Post Award Supervisory position
		Supervisory	<ul style="list-style-type: none"> • Supervises a team composed of one or more Pre-Award or Post Award staff • Participates in RA community-wide activities • Recognized pre-award or post award subject matter expert • Designs and implements processes in response to evolving RA policy requirements • Demonstrates leadership within college/unit 	<ul style="list-style-type: none"> • PSU Supervisory Series, Level 1 • PSU Supervisory Series, Level 2 • Membership in NCURA or SRA • CRA Certification 	<ul style="list-style-type: none"> • Demonstrates cradle-to-grave RA expertise • RA community contribution beyond college/unit • Granted full AOR responsibilities

- Focus on sharing knowledge across the RA community
- Training, mentoring, supervising
- Membership and certification in the profession

	Sub Level	Track	Scope of Effort	Suggested Training	Demonstrates Readiness for Upgrade
Level 5	N/A	Supervisory	<ul style="list-style-type: none"> Leads, directs, and manages an office, sub-office or team composed of Pre-Award and Post Award staff Responsible for both pre-award and post award processes and workflows Demonstrates leadership within unit and across RA community 	<ul style="list-style-type: none"> Membership in NCURA or SRA CRA Certification 	<ul style="list-style-type: none"> No upgrade available beyond this level. Next career step: transition to a Grants & Contracts Manager position

- Focus on management and leadership
- Cradle-to-grave vision, expertise and oversight
- Preparation for Director role