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Position#:. (PSA)..... (E)  
Developed by:.....KM,CD  
Reviewed by:...GS,DLJ,LK  
Approved by:.....LK  
Date:7/95;1/04;2/10;03/17

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Research Associate III  
**DIVISION:** Academic Affairs (Research & Economic Development)  
**REPORTS TO:** Director, Research Development  
**GRADE:** 11  
**SUPERVISES:** Student workers

**BASIC FUNCTION:**

Identify funding opportunities and disseminate the information to the university community. Gather and disseminate information to assist faculty in preparing competitive extramural proposals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Monitor Grants.gov, the federal government's funding opportunity website. Monitor the websites of major federal funding agencies, such as the National Science Foundation and the National Institutes of Health for funding news. Prepare reports on funding trends for the research community as appropriate.

Manage the use of the commercial funding database to which the Division subscribes. Assist faculty in setting up accounts with the database. Train faculty and others to search the database. Set up recurring funding searches for colleges, departments and other units as appropriate. Present training programs on identification of funding opportunities.

Assist with management of internal grant programs, using web-based application management systems as appropriate. Screen applicant eligibility and screen applications for compliance with program requirements. Track and report on proposal outcomes.

Assist with management of extramural limited-submission grant programs.

Maintain a listserv of research funding opportunities and research related announcements for the URI research community, RESRCH-L.

Create, edit and publish information the Office of Research Development website as required. Update limited competition pages as needed. Gather and post information that will assist faculty in proposal preparation, such as agency proposal writing guides, grant programs for early career faculty

and links to examples of funded proposals.

**OTHER DUTIES AND RESPONSIBILITIES:**

Supervise student workers.

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, website software, word processing and spreadsheet software, application management software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree; Minimum of five years of experience in research administration; Demonstrated familiarity with federal agency funding mechanisms; Demonstrated familiarity with proposal preparation; Demonstrated familiarity with proposal review and approval process; Demonstrated identification of funding sources; Demonstrated familiarity with grants administration; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency with written communication skills; and Demonstrated ability to work with diverse groups/populations.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**