UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Research Proposal Development

DIVISION: Research & Economic Development

REPORTS TO: Director, Office of Research Development

GRADE: 11

SUPERVISES: N/A

BASIC FUNCTION:

Work directly with faculty to provide comprehensive proposal development support, from initiation through to proposal submission, for large and/or strategic initiatives or for individual grant submissions as assigned. Work closely with principal investigator(s) (PI) and research teams to provide project management support, lead team meetings, develop/coordinate documents including but not limited to proposal budgets and supplemental proposal documents, and coordinate submissions with the Office of Sponsored Projects (OSP). Provide research team support with the goal of enhancing proposal competitiveness and to streamline activities required by faculty, to achieve university research funding goals set by the President and the Vice President for Research and Economic Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as research proposal development manager for large proposals and strategic initiatives, as well as for individual grant submissions as assigned — primarily (but not limited to) in support of the Colleges of Arts and Sciences, Business, Education and Professional Studies, Health Sciences, and Nursing.

Coordinate, facilitate, and participate in proposal meetings as requested by the Principal Investigator (PI).

Facilitate PI/co-PI organization including task assignments, communication methods, and schedules (e.g., proposal kick-off, managing timelines and deadlines, regular check ins, etc.)

Schedule, facilitate, and manage content reviews with PI, co-PIs, and other stakeholders.

Review drafts/edit content based on best practices and sponsor requirements (including, but not limited to, formatting requirements).

Track and regularly report out on internal deadlines and milestones.

Complete regular compliance checks with PI/co-PIs and other stakeholders.

Work with specialists in the Office of Sponsored Projects (OSP), and with the PI, to create, review, and validate budgets and budget justifications.

Drive timeline and meeting schedule for budget review meetings.

Coordinate with PI/co-PIs and Director of Research Development in requesting internal matches from Colleges/Deans as needed for proposals.

Coordinate with OSP staff regarding questions and clarifications for the PI.

Prepare the submission package and finalize all documents by the internal deadline specified by OSP and PI/co-PI Colleges.

Coordinate with OSP on creating/requesting subcontractor packages (all documentation, including scope of work, budget, subrecipient documents, etc.) and review/validate packages as they are received.

Work, as needed, with the PI and research team.

Utilize university networks/systems, including InfoEd, to create proposal shells, upload/enter proposal documents, and offer assistance to PI/co-PIs when appropriate.

Serve as liaison among principal investigators and external research consultants, as applicable, on a project-by-project basis.

OTHER DUTIES AND RESPONSIBILITIES:

Regularly search for and distribute targeted research opportunity announcements to university research listservs, as needed.

Work with Director of Research Development on management of internal limited competitions and seed grant programs.

Perform additional duties as assigned by the Director of Research Development or their superior(s).

Represent the Office of Research Development in the Director's absence at local, regional, and national conferences and events.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; high speed internet; word processing, database management and spreadsheet software. InfoEd. Sponsor grant submittal portals.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in a social sciences/liberal arts related discipline; Minimum of two years of experience in proposal management and/or research administration; Demonstrated grant writing experience in the scientific/technical field and/or the foundation/non-profit field; Demonstrated knowledge of funding sources and submission requirements (i.e., with social sciences/liberal arts funding agencies and private foundations); Demonstrated knowledge of the InfoEd research management platform computer system and/or willingness to participate in training to become an expert user of InfoEd; Demonstrated computer experience with sponsor grant submittal portals; Demonstrated experience with software packages (including database management, spreadsheets, word processing, PDF preparation, and e-Forms as required by proposals, etc.); Demonstrated experience working collaboratively with scientists and/or faculty; Demonstrated ability to work with diverse groups/populations; Demonstrated critical and strategic thinking skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated organizational and facilitation skills.

PREFERRED: Master's degree in a social sciences/liberal arts related discipline; Demonstrated experience with pre- and post-award administration; and, Demonstrated experience with grant budget preparation and/or willingness to complete appropriate training to support grant budget preparation.

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