This position is responsible for planning, organizing and directing the administrative and technical functions associated with grants, contracts and other agreements from internal and external funding sources. This includes management pertaining to grant proposals, applications, compliance, contract negotiation, budgeting and disbursement, monitoring and evaluation. The position acts as a liaison between Research Administration, Research Programs, Principal Investigators, Accounting/Finance and granting agencies or study sponsors.

This position is responsible for facilitating the administrative and technical functions associated with grants, contracts and other agreements from internal and external funding sources. This includes management pertaining to grant proposals, applications, compliance, contract negotiation, budgeting and disbursement, monitoring and evaluation. The position acts as a liaison between Research Administration, Research Programs, Principal Investigators, Accounting/Finance and granting agencies or study sponsors.

This position provides research project support to requesting department to ensure timelines and effectiveness in activation and completion of needed research projects. Responsible for routine to moderately complex project coordination / project management as well as communication and documentation as required by the research departments.

This position is responsible to coordinate one or more clinical programs and support research initiatives and ongoing research efforts by ensuring that the research staff is following appropriate processes and procedures according to research protocol, good clinical practice guidelines, and pertinent FDA regulations. This role collaborates with research teams and clinicians regarding project identification, data collection and analysis, and compliance. This position may serve on various research teams or councils and shares subject matter expertise to scientific review and may work alongside clinicians in developing research ideas.

Do your skills and background experience fit the correct position? The answer is **YES**. Because individuals can **adapt and expand competencies**. If it’s either luck or happenstance that a new opportunity led you to join a new career with very little institutional memory then following the points below will help you get up to speed with grant management.

**Learn Grant Skills**
- Training
  - Explore grant sites
  - Ask questions
  - Grant application review
  - Explore previous submissions
  - Grant writing practice
  - Exploration of external institutions’ Office of Sponsored Projects (OSP)

**Innovation**
- Abstract Thinking
- Process Improvement
- Cultural Competence
- Adaptable
- Self Awareness
- Self-Management
- Task Management
- Time Management
- Organizational Skills
- Responsibility Management
- Decision-Making Skills
- Self-Reflection

**Social Awareness**
- Leadership Mindset
- Mentor(s)

**Emotional Intelligence**
- Emotional Intelligence
- Stress Regulation
- Optimistic & Realistic
- Humility
- Confidence

**Network**
- LinkedIn
- Committees
- Conferences

**Successful Skills and Traits**