

Large-Scale, Collaborative, and Strategic (LSCS) Proposals Position Description

This intermediate-level mini-intensive prepares mid- to senior-level research administrators to manage and support large-scale, collaborative, and strategic (LSCS) proposals. These complex; cross-disciplinary submissions require advanced skills in coordination, budgeting, and interpreting funder requirements. Participants will explore the project management role of pre-award professionals, learn to analyze solicitations, and apply practical strategies for developing and submitting successful LSCS proposals.

Minimum Instructor Criteria:

- **Professional Experience:** Minimum of 7 years of experience in pre-award research administration, with direct involvement in preparing and submitting large-scale or collaborative proposals.
- **Subject Matter Expertise:** Strong knowledge of federal agency requirements (e.g., NSF, NIH, DOE, DOD) and institutional processes for coordinating cross-unit proposals.
- **Project Coordination:** Demonstrated experience managing or supporting complex proposals involving multiple investigators, departments, or partner institutions.
- **Presentation Experience:** Prior experience delivering training, webinars, or workshops in research administration or related fields.
- **Collaboration:** Willingness to coordinate with co-instructors to deliver a cohesive, interactive learning experience.

Additional Instructor Experience

(Preferred but not required)

- Involvement in strategic research development or institutional proposal enhancement services
- Experience supporting research centers, consortia, or institutional grant submissions (e.g., P30, U54, ERC, STC)
- Familiarity with tools and platforms for managing collaborative submissions (e.g., project tracking software, team portals)



- Experience with institutional review and routing processes for complex budgets and multi-institutional projects

