



**Job Description:** Director, Research Proposal Development

<b>Employee Name:</b>	<b>Department Name:</b> Office of Research/Vice President for Research
<b>Reports to:</b> Laura S. Levy, PhD, Vice President for Research	<b>Position Location /Address:</b> 1440 Canal Street, Suite 2400, New Orleans, LA 70112
<b>Position Shift /Work Schedule:</b> <b>Monday – Friday; 8:30 AM – 5:00 PM</b>	

**POSITION SUMMARY:** The Senior Vice President for Academic Affairs and Provost and the Vice President for Research are creating a university-wide research proposal development team to assist faculty in the preparation and submission of complex grant proposals, particular those for large, multi-investigator programs or research centers. The team will be led by the Research Proposal Development Director reporting to the Vice President for Research. The Research Proposal Development Director will provide administrative coordination and support for proposal development by faculty primarily in the areas of physical and biological sciences, medicine, public health, engineering, information and computer sciences and social sciences. The Research Proposal Development Director serves an important and highly visible role in a demanding, fast-paced and deadline-driven environment.

**REQUIRED EDUCATION AND EXPERIENCE:**

Master's degree and three years of successful science grant writing experience or related experience in a science communication field, including extensive writing and administrative expertise; OR Bachelor's degree and six years of successful science grant writing experience or related experience in a science communication field, including extensive writing and administrative expertise

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:**

1. Excellent verbal and written communication skills; highly proficient editing ability.
2. Independence, initiative, and strong organizational skills.
3. Highly proficient research and analytical skills.
4. Ability to recognize administrative challenges, negotiate issues, and implement effective solutions.
5. Excellent supervisory skills.
6. Ability to prioritize and manage multiple projects simultaneously; demonstrated ability to prioritize and efficiently manage a variety of activities with competing deadlines.
7. Excellent budget management skills.
8. Ability to work cooperatively/effectively with others of diverse personalities, education and cultural backgrounds.
9. Excellent computer skills; high level of fluency in word processing, presentation, and spreadsheet software - Microsoft Office: Word, Excel, PowerPoint expertise.
10. Excellent interpersonal and written communication skills needed to present and communicate effectively with all levels of management; a high degree of professionalism.
11. Ability to maintain confidentiality in all work performed.

**PREFERRED QUALIFICATIONS:**

1. Ph.D. in the physical, biological or medical sciences preferred.

2. Experience in the academic environment preferred.

**ESSENTIAL FUNCTIONS:**

**An incumbent assigned this classification will perform some or all of the following universal essential functions approximately 95 percent of his/her time:**

UNIVERSAL ESSENTIAL FUNCTIONS:	Typical % Allocation
<p>Provide support directly to faculty for development of large-scale, multi-investigator, collaborative research proposals.</p> <p>Provide direct administrative support for the development of major multidisciplinary and/or multi-investigator research, training and outreach grant proposals. Collaborate with the Vice President for Research, Academic Deans and Center Directors to identify faculty teams for large multi-investigator funding opportunities with university-wide impact. Coordinate an internal review for limited submissions. Provide project management including establishing a timeline for proposal development, coordinating milestones, internal deadlines, meetings, email reminders, etc. Assist faculty as they navigate through administrative structures within the institution for proposal development. Manage the administrative work flow, identifying and resolving bottlenecks. Provide writing support and editing services for faculty proposals. Coordinate a pre-submission peer review of proposal drafts. After submission, analyze the outcome of sponsor review and provide feedback to investigators or other institutional officials.</p>	40% of job
<p>Ensure a smooth transition of grants through the preparation and submission processes.</p> <p>Develop template language for supporting components of research proposals, such as Institutional Facilities and Resources statements, RCR training and other non-technical text. Provide writing support for administrative portions specific to the application, including timeline, outreach, impact statements, Data Management Plan, Resource Sharing and others. Collect commonly required elements, such as Biographical Sketches or Other Support Statements, and format them for submission. Ensure the documentation of compliance elements including Conflict of Interest Statements, IACUC documentation, IRB documentation, and others. Coordinate with departmental budget officers to ensure timely and accurate preparation of budget request. Prepare draft letters of support as needed. Ensure timely preparation and assembly of all required materials well in advance of the submission deadline. Provide proposal submission support, including copying, mailing, PDF generation, etc. Assist with Just in Time or additional information requests from sponsor after proposal submission.</p>	45% of job
<p>Assist individual faculty with the development of research proposals. As time allows, assist individual faculty in the non-technical writing, editing, and collection of required non-technical materials for single-investigator research proposals.</p>	10% of job
<p>Perform other duties as requested or required, whether or not specifically mentioned in this job description.</p>	5% of job
<p><b>Total Essential Percentage Allocation for All Essential Functions</b></p>	<p><b>100%</b></p>

**UNIVERSAL PERFORMANCE STANDARDS:**

**Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.

**Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.

**Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.

**Exhibits** a willingness to perform other duties as requested or required efficiently and timely. Complies with all applicable University policies and procedures.

*Tulane is an Equal Opportunity/Affirmative Action Employer and actively works to enhance its diversity.*