RESEARCH GRANTS COORDINATOR

PAY: $35- $40/ hr

Duties:

• Supports principal investigators in the preparation, review, and submission of non-scientific sections of research grant proposals, including budgets, to granting organizations;
• Manages and coordinates communications and application-data/narrative collection activities among principal investigator and co-investigators;
• Ensures that sponsor and University of Delaware program guidelines, policies, and procedures are met;
• Liaisons with faculty, administration, IACUC, Biosafety Committee, and Environmental Health and Safety, and other offices as required to coordinate internal documents needed to meet program requirements;
• Reviews proposal information and compares with the award notice for meeting specific program requirements and eligibility of the sponsor’s request for proposals;
• Maintains updated database records to track active and pending research grant proposals and expected notification of awards dates, and other documents such as investigator biosketches, conflicts of interest lists, lists of facilities and major equipment, and animal or biosafety protocol numbers;
• Liaisons with College of Agriculture and Natural Resources sponsored program coordinators who are responsible for UD PeopleSoft pre-award grants management system;
• Secures required UD internal authorizations and signatures; and
• Assists principal investigator with post-award management, including maintaining a schedule and notifying principal investigator of non-competitive renewals and progress report deadlines, and project close out.

Qualifications:

Bachelor’s Degree in a related field such as biological sciences or business administration, and 2-3 years of experience, or equivalent combination of education and experience. Demonstrated proficiency in word processing, use of spreadsheets, and the internet. Excellent skills in written and oral communications, interpersonal relations, organization, and time management. Must be able to manage multiple projects and prioritize work, often under short deadlines. Must be detail- and customer service-oriented, self-motivated, and able to work independently as well as a team member. Familiarity with applications, such as university financial and research administration accounting systems, and processing of grant applications with federal, state, and private organizations is highly desirable. Experience in scientific writing and/or research project management is preferred. A keen interest in cutting-edge life-sciences, agricultural and natural resources research will be beneficial to job performance.

Please forward resumes to Kawkab Rasheed at krasheed@udel.edu