

Institution Name	Brigham and Women's Hospital
Job Title	GRANTS ADMINISTRATOR / 40 HOUR / DAY / BWH DIV. OF MEDICINE - INFECTIOUS DISEASE
Job Description	<p>GENERAL SUMMARY/ OVERVIEW STATEMENT The Department of Medicine's Division of Infectious Disease is engaged in the management of an international, multicenter clinical trials network to advance therapeutics in HIV/AIDS, tuberculosis and viral hepatitis. This operation requires coordination of a research and clinical trials infrastructure that includes the fields of virology, immunology, pharmacology, mycobacteriology, specimen banking, clinical trials design, clinical trials data management, and new drug and laboratory testing regulatory affairs. The core research activities of this group involve international multi-institutional clinical trials in collaboration with the AIDS Clinical Trials Group (ACTG), a cooperative group funded by the National Institute of Allergy and Infectious Diseases (NIAID)-funded and other collaborating NIH Institutes and Centers, as well as interactions with industry partners that provide support for some of this work.</p> <p>Under the general supervision of the Administrative Director, the Grants Coordinator works closely with the Grants Administrator and Contracts Specialist to provide grants administration and compliance support for the research mission of the ACTG Ops Center at BWH.</p> <p>PRINCIPAL DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Works as a team with the Grants Administrator, Contracts Specialist, and Administrative Director to provide an effective administrative platform to support research activities for the ACTG Ops Center at BWH 2. Serves as a resource to the ACTG in identifying sources of funding. 3. Works with the Central GA and ACTG sites on the coordination of all grant and contract proposal submissions through required Partners and sponsor workflow. 4. Monitors the ongoing process of grant development 5. Serve as the main contact for all subcontract proposal information 6. Ensures proposal compliance with policies and procedures set forth by the sponsor and the institutions. 7. Provides grant assistance in the form of preparation and processing of grant applications for NIH and other funding agencies. Includes preparation of administrative sections of grants and continuing applications, research descriptions, updating biosketches and other support. Responsible for coordinating grants for internal approval process via InfoEd and final submission to the sponsor. Serves as liaison between collaborators involved in the ACTG. 8. Verify all compliance areas are approved eg; Human Subjects, Cost Share, Conflict of Interest (COI) as part of the account set up process. 9. Maintains electronic InfoEd record and paper records in compliance with institutional and sponsor regulations, 10. Responsible for ensuring compliance with hospital and government regulations for research involving human subjects. 11. Coordinate and monitor IRB submissions and renewals for ACTG Ops Center at BWH 12. Assist Director of Research and/or Administrator with research related requests and initiatives impacting the ACTG. 13. Assumes additional responsibilities as assigned.
Qualifications	<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • BS Required • 1 - 3 years of research administration experience, required. • Basic knowledge of NIH proposal submission guidelines preferred <p>SKILLS/ ABILITIES/ COMPETENCIES REQUIRED</p> <ul style="list-style-type: none"> • Strong database management and computer skills. • Ability to work under pressure in a fast-paced and at times hectic environment • Ability to handle sensitive and confidential information • Effective interpersonal, customer service and communications skills. • Requires independent and strong organization skills • Must be attentive to details and able to accurately prioritize workflow

	<ul style="list-style-type: none">• Extensive knowledge of computerized software programs: Microsoft Excel/Access/Word/Power Point• Ability to make decisions quickly and independently. <p>An EEO, AA, VEVRAA Employer</p>
Email address of contact	agerson1@partners.org
Phone number of contact	
Website for applications to be submitted	http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&&jobId=2223047
Job or Requisition No. (Optional)	2223047
Date Posted	1-20-2012