

Institution Name	Brigham and Women's Hospital
Department Name	
Job Title	GRANTS ADMINISTRATOR / 40 HOUR / DAY / BWH - DIV. OF SURGERY
Job Description	<p>GENERAL SUMMARY:</p> <p>The Grants Administrator is responsible for the pre-award management of a portfolio of grants and contracts within a group of divisions and centers in the Department of Surgery. These groups shall include divisions assigned by the Department of Surgery Associate Administrator. Primary responsibilities include working with Principal Investigators to develop and fully manage and coordinate the funding proposal preparation for new, continuing, and competing grant and contract applications; functioning as liaison to federal and non-federal grantor agencies and subcontracting institutions. Maintain timely coordination and communication with involved parties regarding grants management issues. Serve as liaison between internal and external groups to manage programs and funds. Serve as primary resource for Principal Investigators with respect to updates/changes in regulations and policies of grantor agencies.</p> <p>The candidate will report directly to the Associate Administrator and will work closely with the assigned physicians and their staff. The candidate is required to maintain a collaborative working relationship with not only the DOS research administration group, but with the division chiefs, investigators, research fellows, research nurses and all other related research personnel within the group and to maintain a constant and open communication with the Associate Administrator.</p> <p>PRINCIPAL DUTIES AND RESPONSIBILITIES</p> <p>RESEARCH ADMINISTRATION – Engage as part of the research team in problem-solving, process analysis and pre-award activities</p> <p>Pre-Award</p> <ul style="list-style-type: none"> • Work with Principal Investigators and their support staff to coordinate all aspects of grants submission; prepares budgets and budget justification; ensures proposal compliance with Hospital and grantor policies and procedures, as well as those of subcontracting institutions. • Apprise investigators of submission dates and changes in the applications, submissions, and funding guidelines of the institution and of various funding agencies. • Develop collaborative working relationships with ancillary services such as, Research Management, Corporate Sponsored Research and Licensing, Purchasing, Partners International Office, etc. • Attend monthly BRISC meetings to keep current with the research trends. • Assist Associate Administrator for the Department of Surgery with research related requests and initiatives impacting the entire Department. • Collect and compile internal documents (Partners coversheet, COI, budget template) from PIs/assistants for new submissions and non-completes. • Set-up new hard copy pre-award pending files and internal pre-awards pending folders in Research database. • Compile JIT documents, IRB, IACUC and other support pages
Qualifications	<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Bachelors degree in Business or equivalent. • Demonstrated research administration experience with pre-award emphasis. • General knowledge of NIH and other federal, state and foundation regulations and requirements. <p>SKILLS/ ABILITIES/ COMPETENCIES REQUIRED</p> <ul style="list-style-type: none"> • Strong analytical and organizational skills and the flexibility to handle multiple tasks and deadline pressures • Interest and enthusiasm for change

	<ul style="list-style-type: none"> • Ability to resource efficiently • Strong interpersonal/communications skills • Demonstrated proficiency in Microsoft Office, Word, Excel, Access and Internet applications • Demonstrated ability to be organized and flexible in an environment, which requires continuous monitoring of priorities • Highly goal oriented, self-motivated, and able to work independently as well as in coordination with various teams • Willingness to take on new challenges and openness to change <p>WORKING CONDITIONS</p> <ul style="list-style-type: none"> • Normal office conditions <p>FISCAL RESPONSIBILITY</p> <ul style="list-style-type: none"> • Responsible for a portfolio of research grants and sundry funds within the Department of Surgery <p>*TO APPLY*</p> <p>(no emails please)</p> <p>Please submit resume directly at: http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&&jobId=2222194 An EEO, AA, VEVRAA Employer</p>
Website for applications to be submitted	http://careers.brighamandwomens.org/JobDescription.aspx?Back=1&&jobId=2222194
Job or Requisition No.	2222194