Job Description

Job Title:	Senior Manager, Funding Agencies & Non-Profit Sponsors
Department:	Office of Research
Reports To:	Director, Funding Agencies & Non-profit Sponsors
Jobs Reporting:	Manager, Non-profit/Public sector Partnerships; Research Coordinator
Salary Grade:	USG 12
Effective Date:	March 2022

Primary Purpose

This position is primarily responsible for the Social Sciences & Humanities Research Council (SSHRC) grants portfolio. SSHRC is one of the federal Tri-Agencies, so is important for institutional reputation and is a vital source of research funding for grants as well as positive impacts for Tri-Agency indirect costs, CRC, and CFI credits. This position provides grant writing resources, sponsor-related advice to faculty and the institution, application review and submission, and management of post-award agreements and compliance oversight. The incumbent communicates with SSHRC personnel for program information, feedback, input to strategic plans. Other funding portfolios may be assigned as new programs emerge.

Key Accountabilities

Pre-award activities for SSHRC and other sponsored research programs

- Work to grow the SSHRC funding portfolio by working with researchers, faculties, and the institution to promote and support this activity;
- Provide outreach activities, both one-on-one and via workshops, on grant writing and sponsor-specific programs;
- Coordinate and organize sponsor visits/workshops;
- Provide guidance to faculty on suitable funding sources, both face-to-face and through regular email updates;
- Determine institutional and investigator eligibility;
- Review of proposals for fit to sponsor mandate, maximize sponsor-specific strategies, impact, clarity, adherence to guidelines and policies (both sponsor and institution), grammar and typographical errors, and budget accuracy and eligibility;
- Arrange/provide institutional letters of support when required;
- Provide institutional information/registration where required;
- Provide or coordinate institutional approval of applications per signing procedures;
- Provide backup signing authority for the rest of FANS.

Post-award responsibilities for SSHRC and other sponsored research programs

- Ensure compliance per Tri-Agency policies, agreement, and guidelines for funded research;
- Negotiate terms of sponsor agreements, contracts, and amendments;
- Provide or coordinate signature for execution of agreement & amendments per Procedure 1A;
- Monitor grant activities for any sponsor requirements (eg. interim or final reports);
- Prepare, negotiate, and manage sub-award agreements with other institutions, both Canadian and international;

- Prepare, negotiate, and manage other agreements, such as Data transfer, Material Transfer, Non-disclosure agreements as required.

Manage other SSHRC- and Arts-related activities

- Plan and execute internal funding activities, including setting guidelines, establishing adjudicating committees, and managing subsequent awards from the following programs, and others that may arise:
  - SSHRC Research Incentive Fund
  - UW/SSHRC Program
  - Robert Harding Humanities and Social Sciences Endowment Fund
- Manage the SSHRC General Research Fund and advise VPRI on spending activity for this
- Prepare and submit the SSHRC Institutional Grant application and provide SIG reports to SSHRC

Supervise and mentor reporting personnel

- Provide supervision, mentoring, training, and guidance to Research coordinator and Manager, Non-profit/Public sector Partnerships;
- Ensure activities follow OR Standard Operating Procedures and university policies;
- Work with team to improve processes and communication for increased effectiveness and efficiency.

Support other OR and institutional initiatives

- Participate on faculty, department, or institution committees as requested (e.g. Research Data Management Committee, faculty strategic planning exercises)
- Provide analyses of progress towards strategic goals
- Support cross-office joint initiatives as requested (e.g. Tri-Agency monitoring visits)

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Minimum of Master's degree or Bachelor's degree with equivalent research experience, preferably in social sciences, humanities or the arts.

Experience

- The Senior Manager will have a minimum of three years' experience in research administration, preferably in an academic institution, including review of applications and negotiating sponsor and inter-institutional agreements.
- Some supervisory/mentoring experience.
- Direct experience in a research environment is an asset.

Knowledge/Skills/Abilities

- Demonstrated ability to edit and review grant proposals and budgets;
- Proven ability to negotiate agreements with an eye to risk mitigation and compliance with laws, university & sponsor policies;
- Analytical skills, including accurate data interpretation and the ability to integrate data from various sources;
- Knowledge of Tri-Agency policies, guidelines, compliance requirements;
- Knowledge of university policies and guidelines;

- Superior communication skills, both written and oral. Comfortable and confident presenting to faculty and university leaders;
- Strong project- and time- management skills coupled with attention-to-detail and ability to problem-solve;
- Advanced knowledge of MS Word, Excel, PowerPoint, and Adobe Pro.

Nature and Scope

- **Contacts:** The Senior Manager will have regular interactions with faculty, sponsor personnel, other research administrators, faculty research facilitators, and university leadership (e.g. Vice-President, Research and International, Associate Vice-Presidents, Research, Chairs, Directors and Deans)
- **Level of Responsibility:** May be delegated signing authority on agreements, coversheets, and grant applications per Procedure 1A (currently up to $500,000.
- **Decision-Making Authority:** Determination of eligibility to apply to a particular grant opportunity
- **Physical and Sensory Demands**: Some overtime and intense focus may be required at grant deadlines
- **Working Environment:** Office work environment, possible exposure to stressful encounters with faculty, associated with grant deadlines, application results, frustration over compliance requirements or agreement negotiations.