

## Job Description

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<b>Job Title:</b>	Research Coordinator
<b>Department:</b>	Office of Research
<b>Reports To:</b>	Manager, Senior Manager or Director
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	October 2019

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### **Primary Purpose**

Reporting to the Manager, Senior Manager or Director level, Research Coordinators are responsible for providing research administration for research related activities to University of Waterloo faculty members who are applying for or hold funding for a grant, contract, or award.

Research Coordinators are responsible for identifying and disseminating funding opportunities, providing review, feedback and support to faculty on their research funding proposals and budgets, assisting the Manager, Senior Manager, or Director level in drafting and reviewing grant and industry contracts, transfer agreements and amendments.

### **Key Accountabilities**

#### **Support Faculty with proposal development and application completion**

- Assist researchers in all six faculties, providing expert advice to develop and complete research funding proposals (that are of high quality and competitive). This includes application and budget review to ensure: compliance with university policies and application guidelines set by the sponsor; adherence to submission requirements (e.g., format, electronic submissions where appropriate, matching fund requirements and deadlines); editing for strategic effectiveness, clarity, impact and typographical or grammatical errors; compliance with eligibility and reporting requirements; and identifying contractual terms that might bind the university and researchers, mitigating risk as appropriate;
- Utilize an in-depth and detailed working knowledge of sponsor guidelines and university research procedures;
- Respond promptly and thoroughly to faculty inquiries regarding application development;
- Keep abreast of ongoing and new funding opportunities and their eligibility requirements as well as regulations/requirements pertaining to applications or incoming awards;
- Analyze decision results and make recommendations for consideration by senior administrators regarding process changes to improve application success rate.

#### **Provide Pre/Post award administrative management of research grants/contracts/awards**

- Determine on-going eligibility of faculty members for grants and contracts and complete applicable government agency verification procedures to ensure continuing eligibility;
- Monitor and provide action when required throughout the lifetime of the project from initiation to file closure. Work with a number of parties (e.g., faculty, students, sponsors, financial staff and other administrative staff) to ensure that the research administration role is carried out promptly and accurately;
- Create correspondence for management of applications/awards (e.g. transmittal of documents, requests for extension of use of funds or agreement revisions/amendments and clarification of University policies)
- Ensure accurate, consistent and efficient data entry and workflow to best support researchers;

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- Follow up with faculty members and students, or Office of Research managers, as required, in response to database (InfoEd) generated reports;
- Research and recommend enhanced administrative management procedures and policies, and keep current with respect to best practices.

### **Administer programs internal/external to University**

- Manage internal funding or nomination programs in a consistent and transparent fashion. Be able to develop and communicate internal competition procedures. Coordinate review panels as well as participate in and document panel decisions. Provide analysis of internal programs to senior management to support strategic decision making
- Working with all six faculties, centres and institutes, administer simple external sponsored programs; including potential for quotas, internal/external deadlines, eligibility, submission, review (compliance, quality, suitability) eg. COETF, NSERC USRA
- Organize and participate, and take minutes in internal committees, workshops and meetings

### **Communication and relationship building**

- Promote funding opportunities and report results of competitions to university community in a timely manner;
- Develop relationships with sponsors to enable effective communication when questions or concerns arise;
- Communicate with research officers at other institutions;
- Interact professionally with external sponsors, government agencies, faculty members, university administrators, staff and students;
- Collaborate with the Managers/Senior Managers, and the Director, with respect to the effective implementation of any procedures related to research proposals, grants, funding, and partnerships;
- Attend periodic meetings (on or off campus) with sponsors and/or other university representatives regarding program guidelines, best practices, review and reporting procedures and development of proposals;
- Prepare non-routine reports and undertake special projects from generalized requirements;
- Make and/or present verbal presentations as required;
- Assist in the organization of information sessions, sponsor visits and research delegations.

### **Agreement administration**

- Assist the Managers/Senior Managers or Directors in the negotiation of grant agreements and industry contracts;
- Prepare standard draft agreements and amendments, ensuring that all relevant details and documents are included;
- Prepare and submit to external sponsors specific requests for amendments to grant agreements and contracts, such as date extensions and budgetary reallocations, so that research projects are properly monitored;
- Provide effective, helpful responses to inquiries from sponsors, faculty, and staff regarding the terms and conditions of grant agreements and contracts, particularly as they relate to matters such as overhead, reporting deadlines, payment dates, publications, university policies (eg intellectual property)
- Prepare, review and negotiate simple transfer agreements

*\*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

<b>Education</b> <ul style="list-style-type: none"><li>• Completion of an undergraduate degree is required, with a Master's degree preferred or equivalent related education and experience which provides strong knowledge of an academic research environment</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• 1-5+ years' experience in Research Administration preferably in a University environment</li><li>• Demonstrated ability to evaluate and edit grant proposals and budgets and experience with research agreements and contracts.</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Must have exceptional communication (oral and written), analytical, and organizational skills.</li><li>• Must have demonstrated attention-to-detail and problem solving and ability to work with confidential information.</li><li>• Must have a keen sense of responsibility, ability and confidence to communicate effectively with researchers from a variety of disciplines within all six faculties, partner institutions, government representatives, industry partners and senior UW administrators.</li><li>• Ability to provide written and verbal presentations</li><li>• Administration skills are essential, as is the ability to work under pressure, within time constraints and conflicting deadlines and to function in a complex and changing environment is required.</li><li>• Highly motivated and have strong administrative and organizational skills as well as a demonstrated ability to evaluate and edit grant proposals and manage the associated extensive administrative requirements.</li><li>• Strong proficiency (at least intermediate level) with a variety of computer software applications including word processing, spreadsheet, and database management is required</li></ul>

### Nature and Scope

- **Contacts:** Ability to contribute to meetings. Must possess exceptional interpersonal, relationship building, and customer service skills, including a demonstrated ability to take a proactive and innovative approach to service delivery. Must have the ability and confidence to communicate effectively with faculty, students, staff, senior university administrators and external partners from a variety of disciplines.
- **Level of Responsibility:** This role requires primarily coordination responsibilities. The ability to work with confidential information, to work independently and as part of a team and to work effectively and efficiently in a complex, fast-paced and changing environment with numerous deadlines and priorities.
- **Decision-Making Authority:** Must develop options for a variety of challenging scenarios, and have the confidence to recommend solutions to supervisor and directly to faculty. This role does not have signing authority on agreements or application submissions.
- **Physical and Sensory Demands:** Physical and Sensory Demands: Minimal demands typical of operating within an office environment, though significant time is spent doing repetitive keyboard/mouse activities. Psychological risk factors are possible from stress and/or interactions with faculty for whom research is a personal and life - time commitment, and who may be demanding or emotional at times. This role involves irregular and, at times, high volumes of applications/agreements with multiple tight deadlines. Work outside of regular hours is required during high volume periods and year-end.
- **Working Environment:** Minimal exposure to disagreeable conditions, although the incumbent will, from time to time, work in high stress situations, particularly around submission deadlines.