

JOB TITLE: Director, Funding Agencies & Non-profit Sponsors

DATE:	July 1, 2016
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REPORTS TO (job title): Associate Vice-President, University Research

JOBS REPORTING (job titles): Senior Manager, Manager, Research Coordinator

USG: USG 15

LOCATION: Office of Research

PRIMARY PURPOSE:

This position is responsible for the supervision and management of the Funding Agencies & Non-profit Sponsors (FANS) unit of the Office of Research. The Director, FANS is responsible for ensuring that workflow and internal systems meet faculty, university and sponsor requirements in an ever-changing funding environment. Canadian Tri-Agency (NSERC, SSHRC and CIHR) activities are of primary importance, where success impacts the University of Waterloo's reputation. Not only do these agencies fund research directly, they drive many other factors: partnership programs to attract industry and other partner funding; CRC and CFI allocations; quotas for certain programs (equipment grants, undergraduate research awards, some graduate awards); and the Research Support Fund allocation. The funding budgets of these agencies have been essentially stagnant for some time, creating intense national competition, resulting in increased number of applications and requiring honing of support strategies to maintain or grow University of Waterloo's competitive standing. Other funders include US funding agencies, charitable foundations, consortia, and other not-for-profit entities. The Director, FANS will be responsible for a significant portfolio of sponsors, functioning as a Senior Manager for these activities.

KEY ACCOUNTABILITIES:

1.	Leadership of Funding Agencies and Non-profit Sponsors group in Office of Research <ul style="list-style-type: none">• Provide supervision, mentoring, training, and guidance to the group, currently consisting of 2 Senior Managers, 2 Managers, 1 Foundation/Public Sector Liaison Officer, and 2 Research Coordinators, as well as occasional co-op students.• With the FANS team, develop strategies to improve research administrative support provided to faculty to enhance research funding in the FANS sector portfolio, particularly with respect to tri-agency programs (NSERC, SSHRC and CIHR)• Expert advisor to faculty and staff on all matters pertaining to the FANS portfolio• Ensure that assignment and coordination of tasks within the FANS team is balanced and maximizes available expertise to support faculty applications and grants and awards management.• Ensure that activities within FANS follow Office of Research Standard Operating Procedures• Act as a resource to the FANS group on agreement negotiation, risk assessment and problem-solving• Be available to mediate and resolve issues when conflict escalates between parties
2.	Promote growth of activity in sponsor sector <ul style="list-style-type: none">• Target large-scale programs (NCEs, NSERC strategic networks, NSERC CREATES), providing a supportive environment to promote successful applications to sponsors• With the F/PS Liaison Officer, proactively seek partners from foundations, community groups, government agencies, NGOs, and other non-profit groups to enhance partnership grant and Knowledge Translation opportunities, and increase research impact
3.	Ensure that workflow and internal systems meet faculty, university and sponsor requirements <ul style="list-style-type: none">• As representative of FANS unit on Office of Research CORE team, work with other Office of Research unit representatives to develop and / or revise Standard Operating Procedures which share best practices for efficient, effective and consistent procedures within Office of Research. These must maintain compliance with university and sponsor policies and programs across pre- and post- award management• Respond to changes or new requirements from sponsors. This includes working with the Secretariat if institutional policies are impacted and developing, in conjunction with other departments/units across campus as necessary, new systems to comply with sponsor requirements Also must ensure that policy translates to practice.• Provide outreach and training for faculty to keep them apprised of sponsor and institutional requirements.
4.	Outreach to promote new funding opportunities in the FANS sector
5.	Provide strategic and operational support to the Vice-President, University Research and the Associate Vice-President, Research in achieving the research goals and objectives of the university
6.	Represent FANS group on Office of Research senior management team, ad hoc committees, strategic planning

	committees, inter-department committees as applicable
7.	Oversee internal competitions, such as the Research Incentive Fund, and competitions which have institutional quotas, to ensure consistency and accountability
8.	<p>Maintain application and grant/contract management activities for a significant portfolio of sponsors within area of research expertise, per 'Senior Manager job description'</p> <ul style="list-style-type: none"> • Pre-award activities, e.g., grant writing support; eligibility advice; electronic submission; provision of sponsor-specific expertise • Post-award activities, e.g., ensure compliance with necessary research regulations (e.g., TCPS2, CCAC; biohazard restrictions, etc); writing, negotiating, and executing sponsor contracts and agreements, considering risk management, IP issues, indemnity and liability, financial responsibilities, controlled goods, restricted information, international issues, assurances, sponsor conditions, etc.; ongoing grant/contract/award management, including negotiating subcontract activities and amendments; • Other activities, e.g., sponsor liaison; participation in faculty outreach activities

POSITION REQUIREMENTS:

Education:

- Master's degree or Bachelor's degree with equivalent research experience, in engineering, natural sciences, math, health, social sciences or humanities

Experience:

- 5+years relevant experience in research grants administration and grant application review
- Leadership qualities and experience
- Outstanding interpersonal skills, with ability to work with staff, faculty, students, administrators from other institutions, and sponsors
- Extensive knowledge of tri-agency programs and policies, pre- and post-award
- Familiarity with foundation, not-for-profit and US agency funding and awards programs
- Extensive knowledge of the academic environment and research-related policies, procedures and general practices with the ability to translate policy into practice
- Proven ability to edit and review grant proposals and budgets
- Proven ability to create and negotiate research contracts and agreements with suitable risk management, including sponsor contracts, inter-institutional agreements, non-disclosure agreements, and material or data transfer agreements.
- Strong analytical skills, accurate data interpretation and the ability to integrate report data from various sources.
- Mentorship and training capabilities
- Conflict resolution skills
- Excellent communication skills, both written and oral
- Strong project- and time-management, attention-to-detail, and problem-solving skills
- Familiarity with the research environment, preferably academic, is necessary

Technical:

MS Word	Excel	PowerPoint	Other
expert	expert	expert	InfoEd; Sponsor application software; Adobe Pro

NATURE AND SCOPE:

• **Interpersonal Skills:**

- Reports to Associate Vice-President, University Research
- Interacts extensively with Office of Research personnel: Vice-President, University Research; Associate Vice-President, External Research; Chief Ethics Officer; Director, Institutional Programs; Director, Senior Manager, and Manager, Research Finance; Finance Compliance Team; Lawyer; other OR Staff;
- Interacts with Deans; Associate Deans, Research; personnel in Graduate Studies Office; Safety Officer; Procurement Officer; Insurance Analyst; Data Security Officer; personnel in the Office of Development; and faculty and department administrators.
- Supports, advises, guides, and provides feedback to faculty members, with regard to research proposals and contracts
- External Interactions: Liaises and negotiates with sponsor representatives, as well as other collaborating institutions, both leaders and administrators

- **Level of Responsibility:**
 - Supervision of FANS team
 - Ensure applications and awards comply with university and sponsor policies and procedures, as well as legal requirements
 - Negotiation of research agreements with sponsors and other institutions
 - Statistics: in 2014-15 \$63.3 M out of \$181.2 M UW research dollars fell within FANS area (35%). Activity by applications indicates FANS team handles ~50% of all applications.

- **Decision-Making Authority:**
 - Signing authority on tri-agency proposals with a value up to \$1,000,000
 - Signing authority on other FANS proposals with a value up to \$200,000
 - Signing authority on research agreements with a value up to \$200,000
 - Signing authority on material transfer, data transfer, non-disclosure agreements
 - Activation of research accounts, Interim Research Accounts
 - SOPs related to Office of Research activities

- **Physical and Sensory Demands:** This role entails physical effort which may result in moderate fatigue, strain or injury, as a substantial amount of time is spent sitting at a keyboard doing repetitive keyboard/mouse movement. Sensory demands are high as concentration and attentiveness to detail are imperative. The environment yields many distractions with phone, e-mail and constant interruptions. Peak times escalate both sensory and physical demands to extreme.

- **Working Environment:**
 - This role involves minimal risk resulting from contact with hazardous chemicals or environmental elements.
 - Psychological risk factors are possible from stress and/or interactions with clients who can be emotional or aggressive. Often dealing with faculty for whom research is a personal and life-time commitment, which can create demanding, upset individuals.
 - This role involves irregular and, at times, high volumes of applications/grants/agreements with multiple tight deadlines. Work outside of regular hours is required during major grant competitions and year end.