Job Description

Job Title:	Senior Manager, Interdisciplinary and Health Research
Department:	Office of Research
Reports To:	Director, FANS
Jobs Reporting:	Grants and Contracts Manager
Salary Grade:	USG 12
Effective Date:	Dec 2021

Primary Purpose

This position is responsible for the administration, strategic support, and oversight of investigator-led interdisciplinary and health research funding programs. Primary sponsors include New Frontiers Research Funding (NFRF), Canadian Institutes of Health Research (CIHR) and US agencies National Institutes of Health (NIH). These agencies are highly competitive and complex. Applications and grants often have multi-million-dollar budgets with multiple stakeholders (multi-sector, international, multi-institutional). It requires an in-depth understanding of funding agency policies, guidelines, and strategic mandates, and includes maintaining up-to-date understanding of sponsor compliance requirements. The incumbent will negotiate and execute agreements with collaborators and partners, with knowledge and judgement to manage the university's risk exposure while supporting the research endeavors. The incumbent is responsible for internal competitions, such as Research Incentive Fund or Trailblazers associated with these programs. The Senior Manager (SM) will supervise Grants & Contracts Manager(s) and/or Research Coordinator working in this funding portfolio.

Key Accountabilities

Pre-award responsibilities

- provides outreach activities, both one-on-one and via workshops, on grant writing and sponsor-specific programs;
- develops & delivers application supports, such as on-line strategic guides, pitch sessions, internal or external peer review, as appropriate;
- coordinates and organizes sponsor visits/workshops;
- provides guidance to faculty on suitable funding sources;
- reviews proposals for impact, clarity, adherence to guidelines and policies (both sponsor and institution), grammar and typographical errors, and budget accuracy;
- provides strategic assessment of applications for specific sponsor programs;
- provides institutional letters of support when required;
- confirms institutional and investigator eligibility;
- provides or coordinates institutional approval of applications per signing procedures, including backup signing authority for the rest of FANS.

Post-award responsibilities

- maintains up-to-date understanding of sponsor compliance requirements and puts in place and/or follows controls to oversee and manage compliance;
- negotiates the terms of inter-institutional agreements and amendments with collaborating institutions, including Canadian and International academic institutions and public sector/non-profit partners, managing institutional risk while supporting the research endeavor;

- provides or coordinates proper institutional signature for execution of agreements and amendments per university Procedure 1A;
- negotiates and executes other research-related agreements, such as data sharing/data transfer agreements, non-disclosure agreements, material transfer agreements, research service contracts, etc.;
- manages the terms and conditions of the agreements by monitoring the activity and providing reminders, information and reports as required to faculty, research finance and sponsors.

Other

- Process analysis and improvement, developing relevant SOPs, identifying process gaps, and engaging in proactive problem-solving aimed at supporting efficient execution of a heavy team workload with excellent customer service;
- Manage internal grant programs, such as the UW CIHR RIF and NFRF-Trailblazer programs, and occasional University Research Centre & Institute catalyst grant programs;
- Supervision of Grants and Contracts Manager and/or Research Coordinator, occasional co-op student;
- Preparing Waterloo research status reports for internal and external use;
- Other duties as assigned

**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

- Master's degree or equivalent research-related experience, preferably in health and/or interdisciplinary research.

Experience

- 3+ years relevant experience in research grant administration and/or research project management, preferably in an academic environment;
- Experience coordinating and editing grant applications;
- Some supervisory/mentoring experience.

Knowledge/Skills/Abilities

- Demonstrated ability to edit and review grant proposals and budgets;
- Proven ability to negotiate research contracts and agreements with suitable risk management (requires significant knowledge of legal implications, accountability requirements such as protection of human participants, financial responsibilities and procedures, indemnity, liability, insurance issues, publication rights & use of results research and teaching purposes; intellectual property protection, conflict of interest issues, federal legislation (e.g., Personal Health Information Protection Act), and knowledge and appreciation of the complexities of international agreements);
- Strong project- and time-management, attention-to-detail, and problem-solving skills;
- Analytical skills, including accurate data interpretation and the ability to integrate data from various sources;
- Ability and confidence to communicate effectively with researchers from a variety of disciplines within all six faculties, as well as with university leaders, and staff, students, administrators from other institutions, and sponsors;

- Knowledge of relevant agency funding programs, policies and mandates, related to university research.

Nature and Scope

- **Contacts:** The SM will have regular interactions with faculty, sponsor personnel, other research administrators, faculty research facilitators, and university leadership (e.g. Vice-President Research & International, Associate Vice-Presidents, Deans, Associate Deans-Research, Chairs and Directors), to support preparation of competitive applications for research funding, and will connect with the Secretariat, Institutional Analysis and Planning, Graduate Studies and Postdoctoral Affairs, Undergraduate Student Awards, Human Resources, Safety Office, and Academic Support Units as needed.
- **Level of Responsibility:** May be delegated signing authority on agreements, coversheets and grant applications up to $500,000 per Procedure 1A.
- **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.