

Research Coordinator
Maryland Population Research Center
University of Maryland

Job Description

SUMMARY:

Under the supervision of the Administrative Core Coordinator of the Maryland Population Research Center (MPRC), the Research Coordinator is responsible for the management of MPRC research activity from the grant and contract proposal stage through closeout of awards. S/he will perform detailed and complex accounting tasks to ensure procedures are followed in all expenditures and reconciliation of sponsored research funds.

MINIMUM QUALIFICATIONS:

Bachelor's degree and 2-3 years of experience in research administration in a university or non-profit setting is required.

Additional Knowledge and Skills:

- Ability to multi-task and manage multiple priorities and to approach problems with a sense of urgency, detail, and attention to deadlines.
- Familiarity with federal research guidelines.
- Working knowledge of proposal preparation and submission through Grants.gov and NSF Fastlane.
- Familiarity with funding opportunity announcements, creation of budgets, writing of budget justifications and managing post-award budgets and reports.
- Comfortable managing and retrieving information from databases.
- A strong commitment to customer service.
- Excellent verbal and written communication skills.

DUTIES: The duties for this position include the following:

1. Pre-award: Proposal Preparation and Submission (40%)

Works closely with the Administrative Core Coordinator in the preparation and submission of externally-funded research projects for MPRC faculty. Works with assigned MPRC faculty to gather and complete requisite information for grant submission, including the budget, biosketches, facilities, and human subjects, and to shepherd the proposal through the various administrative levels so that researchers can devote the bulk of their time to writing the science. Review assigned grant proposals for budget accuracy, clear budget justification, administrative compliance issues, and inclusion of appropriate documentation prior to submission to the BSOS Dean's Office. Serve as the liaison between the BSOS Dean's Office, the Office of Research Administration (ORA), the Principal Investigators (PI) and Departmental administrators on issues related to sponsored research projects.

2. Post-Award: Financial Management of Research Accounts (30%)

Responsible for the management of multiple research accounts from project award through grant close-out. Post-award management may include hiring, payroll management, the purchase of supplies and equipment, preparation of purchase orders, collaborative arrangements with other universities, the monthly reconciliation and reporting of project

expenses, submission of IRB applications and renewals, and timely submission of annual reports to the sponsor.

3. Prepare Reports on MPRC Sponsored Research Funding (20%)

Create reports for use by the MPRC Director that clearly document the Center's progress in achieving its goal of increasing external funding and improving the success rate of MPRC faculty members in receiving research funding. Compile MPRC's funding report for submission to the National Institutes of Health, as needed. Maintain financial summary reports for the Director.

4. Other Duties and Responsibilities (10%)

The Research Coordinator will provide back-up assistance to the Administrative Core Coordinator in managing MPRC's state and operating accounts and managing the MPRC Seed Grant Program.

May supervise graduate or undergraduate student support staff.