



**Beth Israel Deaconess  
Medical Center**



**HARVARD MEDICAL SCHOOL  
TEACHING HOSPITAL**

## **Editor, Research**

**Grade:** 08

**Current Job Code:** A2780

**FLSA Status:** Exempt - All per diem positions are considered Non-Exempt

**Effective Date:** 2013-10-10

**Status:** Final Approved

**Job Summary:** Identifies, defines and develops funding sources to support existing and planned research projects and also coordinates the development, writing and submission of grant applications to third-party entities. Collects, analyzes and reports data on the performance of the research program activities that are funded by public and private sources. Contributing knowledgeable information and data to clinical research operations, managing grant applications and assisting in the growth of funded research within the Department. Participates in grant development and submission on behalf of the Department's research. Oversees manuscript preparation, grant preparation, clinical protocols, and other forms of communication.

**The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of this position.**

### **Primary Responsibilities:**

1. Researches and identifies new government and private funding prospects including networking with individuals from funding sources. (essential)
2. Generates funds for research program activities through timely submission of well-researched, well written and well documented proposals and implementing and maintaining a funding calendar to track future funding opportunities. (essential)
3. Prepares grant applications and/or collaborates with others on grant applications, including review of sponsor requirements and ensures that submissions prepared by Emergency Medicine research staff follow the guidelines set forth by the sponsor as well as Research Administration. (essential)
4. Maintains files on grant milestones and prepares progress reports to both internal and external stakeholders and Pre-award Just in Time information for Key Personnel. (essential)

### **Required Qualifications:**

1. Bachelor's degree required.
2. 1-3 years related work experience required.
3. Minimum of 3 years prior experience in grant writing with industry, Foundation and/or NIH funding with 3-5 years preferred. Knowledgeable in preparation of scientific grants.
4. Demonstrated experience in securing grants.
5. Familiarity and ability to manage program(s) and specific patient care studies.
6. Advanced technical computer skills as required for technical support specific to functional area and related systems.

### **Preferred Qualifications:**

1. Ability to synthesize complex or diverse information, collects and researches data, uses intuition and experience to complement data.

### **Competencies:**

1. **Written Communications:** Ability to summarize and communicate in English moderately complex information in varied written formats to internal and external customers.

2. **Oral Communications:** Ability to comprehend and communicate complex verbal information in English to medical center staff, patients, families and external customers.
3. **Knowledge:** Ability to demonstrate full working knowledge of standard concepts, practices, procedures and policies with the ability to use them in varied situations.
4. **Team Work:** Ability to work collaboratively in small teams to improve the operations of immediate work group by offering ideas, identifying issues, and respecting team members.
5. **Customer Service:** Ability to provide a high level of customer service to patients, visitors, staff and external customers in a professional, service-oriented, respectful manner using skills in active listening and problem solving. Ability to remain calm in stressful situations.

**Social/Environmental Requirements:**

1. Work requires close attention to task for work to be accurately completed. Intermittent breaks during the work day do not compromise the work.
2. Work is varied every day and the employee needs to be adaptable to respond to these changes and use independent judgment and manage priorities.
3. No substantial exposure to adverse environmental conditions
4. **Health Care Status:** NHCW: No patient contact.- *Health Care Worker Status may vary by department*

**Sensory Requirements:**

Close work (paperwork, visual examination), Color vision/perception, Visual monotony, Visual clarity <3 feet, Conversation, Monitoring Equipment, Telephone, Background Noise.

**Physical Requirements:**

Sedentary work: Exerting up to 10 pounds of force occasionally in carrying, lifting, pushing, pulling objects. Sitting most of the time, with walking and standing required only occasionally

This job requires constant sitting, Keyboard use.

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