

Title: Grants Manager
Job Code: 100445

Position Summary:

The Grants Manager reports to the Division Administrator and provides pre- and post-award management for the Division of Comparative Effectiveness and Decision Science (CEDS) faculty for federal and non-federal grants and contracts. Additionally, the Grants Manager is responsible for tracking and reporting on current active, pending, and planned grant applications. The position entails general administrative duties, research administration, and other projects as assigned.

RESPONSIBILITIES:

1. Provide research administrative direction and management, and clinical research compliance within the Division.
2. Identify both internal and external research funding opportunities, and communicate application process and deadlines to Principal Investigators.
3. Provide administrative support to Principal Investigators in the development of grant submissions. Identifies and helps coordinate appropriate resources needed to address tasks to be performed or data to be gathered.
4. Serve as a resource to the research community in grant, contract, and clinical trial budget development according to sponsor and guidelines.
5. Responsible for coordinating and gathering all just-in-time submissions for Division.
6. Responsible for all aspects post-award fiscal and administrative management of awards including progress reports to funding agencies; subcontractor monitoring; staff salary allocations, and requests for carryover, no cost extensions and reductions in effort. Ensure spending on awards is appropriate, within budget and allowable per funding entity guidelines. Submit budgets as appropriate. Complete non-competing continuations in the Research Navigator system.
7. Responsible for maintaining faculty biosketches and Other Support documents according to guidelines.
8. Manage compliance with all funding agencies and the IRB by ensuring that information required is maintained and reported on a regular basis. Identifies and analyzes any discrepancies in order to ensure appropriate justifications are provided.
9. Assist research teams with IRB submissions.
10. Ensure regular communication in order to address any global issues within Division.
11. Exercise good judgment, based on gathering and analyzing, factual and objective data; interprets policies/procedures in order to make sound independent decisions.
12. Develop a strategic plan for research in collaboration with the Division Director emphasizing strengthening existing collaborations and filling gaps in the current research portfolio within the division and with other departments.
13. Works closely with Department/ Division leadership to track and monitor all monthly expenses on division grant portfolio. Raise, resolve or escalate any concerns that arise.
14. Respond to requests from Department/ Division leadership related to all FSR and other financial reporting requirements.
15. Performs other duties as assigned.

Minimum Qualifications:

Bachelor's degree in Business, Health Administration or related field, with a minimum of 5 years of progressive leadership experience in an academic medical center, in government or other significant health-related non-profit; or equivalent combination of education and experience. Successful candidate must have a thorough understanding of policies and procedures to ensure that research practices are in accordance with regulatory requirements and ethical standards. Demonstrated knowledge of grant submission process including preparing, completing, and collecting required paperwork and necessary signatures for federal and non-federal grant applications. Excellent oral and written communication and presentation skills are essential to interact effectively with diverse internal and external professional groups and sponsors. Candidate must have a proven ability to work in a fast-paced environment, meet deadlines for grant submissions, and manage several projects simultaneously.

Preferred Qualifications:

Master's preferred.

Working Conditions/Physical Demands:

Business Office Setting.

Please submit resume and cover letter to Erin Ballard, erin.ballard@nyumc.org.