**Proposal Development Associate**

**Job Description**

To support the Office of Proposal Development (OPD) by providing technical assistance and skilled administrative support to BUSM faculty and Investigators developing grant/contract proposals for external funding.  
  
Depending on project, duties will include:  
1.    Reviewing and interpreting sponsor regulations and detailed proposal guidelines  
2.    Assessing proposal requirements and planning proposal preparation tasks with PI  
3.    Completing application forms  
4.    Developing budgets consistent with sponsor requirements and Boston University policies

5.    Obtaining, preparing and organizing required proposal documents (e.g. biosketches, letters

of support, subawards, facilities descriptions, budget justification, etc.)  
6.    Identifying the need for and assisting in obtaining institutional support letters when required  
7.    Obtaining all applicable compliance forms and documentation of internal approvals (e.g

cost sharing, F & A waiver/reduction, internal forms) required for University authorization to

submit proposal

8. Provide training and support to faculty as requested

9. Contact sponsors to clarify questions in guidelines as needed

10. Serve as a general Pre Award resource to all BUSM faculty and staff

11. Special projects as assigned by Director  
  
The PDA will report the Director of the Office of Proposal Development and work in collaboration with departmental administrators, the Office for Research Compliance and the Office of Sponsored Programs as required. This position will also interact with faculty and staff across and outside the BU campus.

**Required Skills**

Bachelor’s degree required; 1-3 years experience working in an academic setting; solid knowledge of grant/contract regulations and standard proposal requirements; familiarity with the process of developing grant proposals, including those for large, complex, multi-investigator and/or multi-institutional projects.

Individual must be organized, detail oriented, able to multitask, have strong communication and customer service skills, work independently but also serve as a productive member of the OPD team, and trustworthy to handle sensitive grant related documents and keep information confidential.

Some evening and weekend work may be required depending on needs of project. Occasional travel to VA Jamaica Plain Campus may be needed to meet with BU faculty/investigators located there during the planning of grant submissions

Job Location

Boston, MA, US.

Position Type

Full-Time/Regular