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Senior Director, Office of Research & Sponsored Projects

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REQ-1695

Job Posting Title:

Senior Director, Office of Research & Sponsored Projects

Job Description:

Position Overview:

Keck Graduate Institute (KGI) was founded in 1997 as the first higher education institution in the United States dedicated exclusively to education and research related to the applied life sciences. KGI offers innovative postgraduate degrees and certificates that integrate life and health sciences, business, pharmacy, engineering, and genetics, with a focus on industry projects, hands-on industry experiences, and team collaborations. KGI employs an entrepreneurial approach and industry connections that provide pathways for students to become leaders within healthcare and the applied life sciences.

Located in beautiful Claremont, California, Keck Graduate Institute is a member of the Claremont Colleges, a consortium of five undergraduate liberal arts colleges, two graduate institutions, and The Claremont Colleges Services, which provides shared institutional support services. The Claremont Colleges consistently place at the top of national college rankings, including *Forbes*, *Money* and *U.S. News and World Report* and the *Princeton Review*. Each nationally recognized college has its own campus, students and faculty, and distinctive mission, and each offers top-notch curricula, small classes, distinguished professors and personalized instruction.

The Director, Office of Research & Sponsored Projects, serves as the Institute's primary administrative authority and resource on all aspects of the research enterprise; serves as the Institute's Authorized Organizational Representative and Corporate Signer for externally-funded and research-related agreements; and manages the grants lifecycle for all federally and privately funded, extramurally sponsored projects. The Director is directly responsible for executing tasks related to proposal submissions and award administration, and for remaining current and conversant on federal and private regulations governing sponsored project funding. The Director works

About Us

Welcome to Keck Graduate Institute!

By every measure, Keck Graduate Institute (KGI) is in a league of its own. Our faculty is world class. Our students are poised to become international leaders in their fields. Our programs are literally without peer—we remain, nearly two decades after our founding, the only professional graduate school dedicated to education and research in the life sciences. Yet, what truly distinguishes KGI is a relentless focus on impact: a commitment to scientific innovation capable of strengthening communities and improving lives.

With their native talent and the training they receive here, KGI students and alumni work at the intersection of science and business to harness such transformative possibilities as engineering solutions to global health challenges, bringing breakthrough drugs to market, and innovating approaches to reaching the underserved. At KGI, we leverage strategic thinking to expand our capacity for visionary change.

Our unique programs blaze an extraordinary trail. Students in our signature [Master of Business and](#)

collaboratively with faculty, foundation and corporate philanthropy, advancement, corporate partnerships, Institute and The Claremont Colleges Services business offices to foster a robust sponsored project pipeline, and ensure compliance with all federal and sponsor regulations and donor designations related to extramural funding. The Director provides administrative support to and/or serves on various Institute committees related to the research enterprise and compliance.

Education and Experience:

Bachelor's degree or equivalent experience from an accredited college or university. Master's preferred. Certified Research Administrator (CRA, CPRA, CFRA) certification highly desirable. Experience working with federal and private agencies, preferably as a university, hospital, or research institute. Experience working with advancement and institutional development staff. Knowledge of current methods, mechanisms and systems with funding agencies and evolving federal requirements and systems.

Essential Functions and Responsibilities: Individuals must possess knowledge, skills and abilities to successfully perform the essential function of the position, or be able to explain or demonstrate how the essential functions may be performed, with or without, reasonable accommodations, using some other combination of skills and abilities.

Research Development:

- Identify funding opportunities: Communicate with faculty members and other stakeholders to match sponsored project initiatives with suitable funding opportunities. Ensure KGI and/or KGI principal investigators are eligible to submit to appropriate funding opportunities.
- Offer and/or coordinate periodic trainings on various research administration topics: Create and deliver, or coordinate workshops on research development topics and/or topics specific to a Committee for which administrative support is provided (e.g., IP / Tech Transfer).

Pre-Award:

- Initiate grant proposals: Conduct kick-off meetings with faculty principal investigators (PIs). Ensure proposal preparation is compliant with sponsor guidelines and specific requirements of targeted program announcement.
- Prepare proposal budgets: Compile budgets using correct indirect cost recovery rate, fringe benefit and salary escalation rates. Enter proposal information into research funding database.
- Assemble proposals for submission: Route internal proposal approval form. Coordinate conflict of interest review and final proposal check. Work with PIs to compile and submit required administrative and scientific documentation.
- Submit proposals: Collect and upload proposal sections into submission websites or via other submission mechanisms. Coordinate proposal preparation with external subcontractors or consultants.
- Update sponsored project database: Track progression of submitted, pending, awarded and declined proposals.

[Science](#) (MBS) program develop the tools they will need to take discoveries from the laboratory to the marketplace, integrating bioengineering with management, finance, and bioethics. Our innovative [Doctor of Pharmacy](#) (PharmD) program gives students a platform for active learning through hands-on, team-based classes and key access to industry stakeholders. KGI [Doctor of Philosophy](#) candidates hone their expertise in research areas relevant to applied bioscience, empowering them to advance exciting new applications with broad social benefit.

Our [Postbaccalaureate Premedical Certificate](#) (PPC) program continues to solidify its exceptional track record for graduate placement: 81 percent of students completing the PPC program gained admission to at least one medical school in the last year. Following in the footsteps of our successful PPC program, we launched a [Postbaccalaureate Pre-PA Certificate](#) (PPA) Program in the Fall of 2018 that will help students meet entrance requirements for Physician Assistant School.

Graduates of our [Master of Science \(MS\) in Applied Life Sciences](#) program are uniquely positioned to excel in a variety of careers addressing the critical and managerial needs of biotechnology and pharmaceutical companies, as well as clinical and academic laboratories. In addition to the MS program, KGI partnered with the Irell and Manella Graduate School of Biological Sciences at City of Hope (IMGS) to form a brand new [Master of Science in Translational Medicine](#) (MSTM) program, which launches in Fall 2018.

Scientists and engineers in our [Postdoctoral Professional Master's](#) (PPM) program acquire the necessary business and management skills to pursue senior leadership positions within the life science industry or to launch entrepreneurial ventures geared toward commercializing new technologies. Through our [Master of](#)

submitted, pending, awarded and declined proposals.

Facilitate reporting of proposal and award information for senior staff and for Board of Trustees.

- Write and monitor subcontracts: Draft contracts for downstream subcontractors and review contracts from upstream subcontractors. Ensure annual sub recipient monitoring is carried out in a timely manner; review results with PIs and establish appropriate management plans. Report federal activities to FSRS.gov.
- Create agreements for other types of relationships: (e.g., MOUs, NDAs, CDAs, CRADAs, gift agreements, licensing agreements). Ensure appropriate reviews and approvals are in place.

Post-Award:

- Activate awarded grants: Work with PIs to facilitate smooth transition from pre-award to post-award. Create grant and award data in Workday. Update sponsored project database and business office reports. Meet with PIs to "kick off" new project to ensure a mutual understanding of budget, administrative and programmatic requirements and limitations, terms of the award, and answer questions. Facilitate HR paperwork for new hires.
- Post-award accounting and compliance: Prepare, distribute and collect quarterly time and effort reporting for faculty and other staff. Prepare and maintain monthly expense tracking reports on grant-year basis, and reconcile to general ledger on fiscal-year basis. Invoice and collect accounts receivable from upstream subcontractors. Review all costs charged to extramurally-sponsored projects for allowability, allocability, consistency and reasonableness of expenses prior to posting to financial system. Prepare journals for corrections to financial record. Conduct suspension and debarment review of vendor costs to federally funded awards. Prepare personnel action forms (PAFs) for salary and effort allocation changes during the award period. Work with the business office to implement new functionality in Workday.
- Participate in A-133 federal research and other sponsor audits: Ensure that all federal grant documentation and ledger accounts are in order for examination by external auditors. Obtain A-133 reports from downstream subcontractees. Prepare audit schedules as requested by auditors. Respond to auditor questions during and after audit fieldwork until audit is complete.
- Assist with preparation of indirect cost rate proposal: Work with the Business Office and TCCS to gather information required for IDC rate negotiations.

Compliance

Ensure all appropriate compliance actions and certifications are current and reported to the appropriate federal websites (e.g., SAM.gov, FSRS.gov, Research.gov, eCommons, iEdison). Serve as (or supervise) the primary administrative support staff for the following committees. Take minutes and distribute in a timely manner.

[Engineering in Biopharmaceutical Processing](#) (MEng) program, students deepen their understanding of molecular biology, biotechnology, and chemistry and how these subjects can be combined with creative, application-centered engineering. Beginning in Fall 2019, KGI's newest program, the [Master of Science in Medical Device Engineering](#) (MSMDE), will prepare students for engineering roles in functional areas such as invention, development, and production of medical devices.

In the Fall of 2016, we announced two important developments that signal the growth and success of KGI. The campus housing project was approved by the Claremont Architectural Commission and we expect the housing to open in 2019. We also announced that an Amgen gift of \$1.5 million will fund a [Master of Science in Human Genetics and Genetic Counseling](#) (MSGC) program that enrolled its first students in the 2018-2019 academic year. Additionally, we have added a [Master of Science in Human Genetics and Genomic Data Analytics](#) (MSGDA) program that also enrolled students in the Fall of 2018.

Finally, KGI continues to support the exciting, innovative pedagogy and programs of the [Minerva Schools at KGI](#), based in San Francisco. Please visit the MSKGI website to learn more about its programs and admissions.

We invite you to visit KGI and explore how our innovative institution might be the perfect match for you.

- Human subjects (Institutional Review Board) Administrative support and institutional authority on compliance with regulations regarding use of human subjects in research projects. Review documentation with legal counsel as appropriate. Serve as liaison between Claremont Graduate University (KGI's IRB of record) and assist Human Research Participant Protections Committee as needed. Maintain IRB budget and ensure that any IRB protocols associated with extramurally-sponsored projects or intercompany accounts are charged back to the appropriate accounts.
- Animal subjects (IACUC): Serve as institutional authority on compliance with regulations regarding use of animal subjects in research projects.
- Institutional Biosafety Committee (IBC): Assist Research Infrastructure Committee with annual IBC audit; serve as liaison to KGI's IBC of record, and as record keeper for IBC protocols.
- Intellectual Property / Tech Transfer Committee: Administrative support and institutional point of contact for Committee-driven actions. Serve as liaison between PIs and patent counsel to ensure appropriate filings are effected and all paperwork is executed and filed. Collect and distribute Invention Disclosures and ensure that federal disclosures are uploaded to iEdison. Ensure iEdison records are maintained.
- Conflict Monitoring Committee: Serve as ex-officio member. Report any conflict disclosures received on sponsored project or intellectual property actions. Assist Chairs with administrative tasks including annual Conflict of Interest disclosure survey.

Required Knowledge, Skills and Abilities: Individuals must possess knowledge, skills and abilities to successfully perform the essential function of the position, or be able to explain or demonstrate how the essential functions may be performed, with or without, reasonable accommodations, using some other combination of skills and abilities.

- Ability to work well under pressure in a fast-paced and confidential work environment.
- Ability to prioritize and manage multiple high-priority tasks and responsibilities to meet established deadlines.
- Extensive knowledge of Federal regulations, OMB circulars, research administration best practices, federal and private agency procedures and protocols and submission portals.
- Familiarity with web-based financial and grants management systems.
- Able to work cooperatively and sensitively with individuals from diverse cultures, ethnic groups, lifestyles and backgrounds.
- Able to work independently and exercise sound judgment in confidential or sensitive situations.
- Proficiency in working with Microsoft Office suite.
- Proficiency using Workday or similar platform.
- Able and willing to work weekend and evening hours, as needed.

Physical and Mental Requirements

Ability to maintain good concentration level while dealing with interruptions; attention to details with emphasis on accuracy; capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans. Sitting in a normal seated position for extended periods of time. Standing for extended periods of time. Reaching and extending hand(s) or arm(s) in any direction. Finger dexterity required to manipulate objects with fingers rather than the whole hand(s), or arm(s), for example, using a keyboard. Communication skills using the spoken word. Ability to see within normal parameters. Ability to hear within normal parameters. Ability to bend and stoop, for example, to file. Ability to move about. Ability to lift and carry short distances up to 20 lbs., for example to lift or move office supplies, files, books and packages.

To Apply:

A confidential review of applications, nominations, and expressions of interest will begin immediately and will continue until an appointment is made. To be ensured full consideration, please upload a letter of interest, resume, and three professional references. Minority candidates are strongly encouraged to apply.

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