

***JOB DESCRIPTION***

**TITLE:**

**Research Services Supervisor**

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| **Job Code** | **5308** | **Department:** | **Research Services** |
| **FLSA Status:** | **Exempt** | **Reports To:** | **Director, Scientific Administration** |
| **Direct Reports:** | **Grant/Administrative Assistant** | | |

**JOB SUMMARY:**

Responsible for overseeing the Research Services Department, supervising staff and helping in a) the preparation and submission of grant applications, abstracts, manuscripts, posters, scientific activity reports, general correspondence for Lankenau Institute for Medical Research (LIMR) principal investigators and other research personnel, Main Line Health (MLH) population health investigators, clinical investigators and incubating companies’ investigators; b) internship and volunteer program; and c) other scientific administrative services.

***Essential Accountabilities:***

1. Supervise Research Services staff and work actively in the timely preparation and submission of grants, manuscripts, abstracts, posters, scientific activity reports, and general correspondence of principal investigators and other research personnel.
2. Manage Research Services Office workload by setting appropriate priorities and schedules.
3. Maintain up-to-date knowledge of the rules, regulations, and deadlines for submission of grant applications to federal agencies (such as National Institutes of Health and Department of Defense), state and various non-governmental granting agencies and organizations. Assist principal investigators, other research personnel, MLH clinical investigators, and incubating companies’ investigators in submitting proposals in a timely fashion. Maintain up-to-date knowledge in electronic submission of proposals.
4. Work with the LIMR Finance Department to obtain budgets and other financial information for inclusion in grant proposals, progress reports and just-in-time information. Work with the Office of Research Protection and granting agencies to ensure the correct permissions are recorded for research involving human subjects or vertebrate animals.
5. Assist principal investigators, other research personnel, MLH population health investigators, clinical investigators and incubating companies’ investigators in formatting manuscripts for publication in peer reviewed journals. Assist in preparing figures and text for electronic submission of manuscripts, including scanning of figures.
6. Manage database of grants and manuscripts. Create reports at the request of the President/CEO.
7. Responsible for setting up appropriate eRA Commons accounts as required for new faculty as required by federal policy.
8. Assist and teach MLH departments regarding the submission of grant applications, as required.
9. Provide list of funding opportunities to faculty and funding availability as needed.
10. Supervise, train and provide guidance to Research Services staff. Conduct annual performance review(s), record and approve bi-weekly online time sheets.
11. Responsible for keeping LIMR and other incubating companies Central Contracting Registration up to date as required by federal agencies.
12. Assist Director of Scientific Administration with special projects and perform other ad hoc duties as required.
13. Comply with the Main Line Health Confidentiality policy.

***Other Accountabilities:***

***Primary Customers or Key Working Relationships:*** the LIMR President, Director of Scientific Administration, principal investigators, population health investigators, clinical investigators, research personnel, incubating companies, LIMR Finance Department, Office of Research Protections.

**QUALIFICATIONS:**

***Education:*** minimum of High School Graduate; B.A. in English preferred

***Licensures & Certifications:*** N/A

***Experience:*** A minimum of 3 years relevant experience required for B.A. and 5 years for High School Graduate. Prior grant and manuscript submission, familiarity with rules and regulations for submission of Public Health Service grant applications primarily to NIH, and supervisory experience preferred.

***Other Requirements:***

Knowledge of various granting agency submission policies and deadlines.

Knowledge of manuscript formats for various professional journal publications.

Familiarity with software programs, including MSWord, Access, Power Point, Excel, EndNote, Adobe Acrobat, and Adobe Illustrator.

Familiarity with the Internet and ability to retrieve and download instructions and forms from granting agencies and journals.

Ability to work independently,

Ability to prioritize,

Ability to work well with many different individuals,

Attention to detail/proofreading.

Able to work weekends/evenings as required for grant deadlines.

**WORKING CONDITIONS:**

**A) Physical Demands**

Ability to sit for 95% of shift required.

Ability to lift up to 10 lbs. using proper body mechanics.

**B) Uniform/Dress Requirements**

Hospital identification badge. Professional appearance

**C) Chemical, Radiological, Biological Exposures**

Refer to Safety Manual (and MSDS)

Refer to Infection Control Policy and Procedures Manual

Refer to Fire and Emergency Manual

***Equipment Used:*** PC, FAX, Typewriter, Photocopying Machine, Scanner, Printers, Plotter.

***Exposures:***

**AREA-SPECIFIC WORK RULES:**

**Original Edition Date: 6/13/94**

**Revised Edition Date: 10/08/01, 04/02/12, 5/17/19**