



Cornell University

Pre-Award Research Operations (PRO) Associate Team Lead/Senior Pre-Award Specialist

Research Administration Specialist – Band F

Office of Sponsored Programs (OSP)

The Pre-Award Research Operations (PRO) team in the Office of Sponsored Programs provides centralized pre-award grant proposal support for Principal Investigators (PIs) throughout the College of Engineering. The PRO team is charged with coordinating the creation, submission, and tracking of grant proposals to federal and state agencies, foundations, corporate and private sponsors. The team's overall goals are to provide consistent, high-quality support and excellent customer service while standardizing procedures and expectations for pre-award grant proposal activity.

What you will do:

Work with a team of professionals to support approximately 200 faculty members in the development and successful submission of 400 to 500 proposals per year for research funding by federal, state, foundation, non-profit, and corporate sponsors. Analyze sponsor guidelines, develop budgets, provide proposal documents including bio-sketches and current and pending reports, and complete electronic applications. Serve as a liaison between the researcher and the OSP Grant and Contract Officer (GCO), working collaboratively to ensure successful and compliant proposal submission.

Coordinate the preparation process of proposals with a high level of complexity – e.g. Center and/or Multi-Project Proposals, NIH Training Grants, etc.

Work closely with faculty and university administrators and executives throughout the proposal development process to provide timely and effective proposal support services that meet sponsor and university requirements and deadlines. Prepare proposal documents and budgets of varying complexity. Work collaboratively with Team Lead and OSP to deliver and lead training initiatives and PI orientation for proposal support services and roles and responsibilities.

Act as a back up to the Team Lead in providing leadership and management to a team of proposal preparation administrators working in a high paced, deadline driven environment. Participate in mentoring and training to team members. Keep abreast of federal, state, sponsor, and university regulations and communicate and implement these with team and stakeholders. Model professional and customer service-oriented behavior.

Participate, at the request of the Team Lead, in the development of new, imaginative or innovative solutions, services, products, processes or programs.

What you will need:

Bachelor's degree with a minimum of five years of experience in research administration in an academic setting or an equivalent combination of education and experience.

Ability to understand, interpret, communicate, and implement complex business processes, university policies, sponsor guidelines, and federal, state, and other regulations to a diverse population of constituents.

Cornell University is an equal opportunity affirmative action educator and employer.

Thorough understanding and working knowledge of the OMB Uniform Guidance and other applicable US regulations. Ability to maintain and use current knowledge and understanding of external regulations, government agencies and decision-making processes, and internal business and research operations and initiatives. Experience with complex enterprise IT systems, and sponsor submission systems (e.g. NSF Fastlane, Research.gov, NIH Assist, grants.gov etc), and ability to effectively use technology.

Detail oriented, demonstrated research, analytical, critical thinking, planning and organizing, information monitoring.

Superior project management and time management skills to ensure planning and prioritization around deadlines for multiple proposals with concurrent deadlines. Ability to work quickly and effectively under pressure, use judgment to prioritize a high-volume workload, and exercise creative problem-solving to address challenges in a deadline-driven environment.

Excellent oral and written communication skills, including development and delivery of training and presentations to individuals and groups. Development of written guidance, directions, and procedures that are end-user friendly and focused; and engagement of external and internal stakeholders to achieve successful outcomes. Proven effective analytical and problem-solving skills and attention to detail.

Preferred, but not required:

Advanced degree in science, technology, engineering, public policy, or business administration.

Experience learning, testing, and providing constructive feedback on new technologies and systems before, during, and after implementation.

Visa sponsorship is not provided for this position.

Please apply online at <https://hr.cornell.edu/jobs> (posting #WDR-00025731).

Cornell University embraces diversity and seeks candidates who will contribute to a climate that supports students, faculty and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented and/or marginalized identities to apply.

