**Working Title: Grant Proposal Manager**

**Job code: Senior Grant Writer (4434)**

(Introduction) The MU Sinclair School of Nursing (SSON) is dedicated to discovering new knowledge and implementing best practices in teaching, research, and service. The SSON Office of Research is devoted to assisting faculty, postdoctoral fellows, and students in obtaining external funding for their research endeavors and stimulating interdisciplinary research-related activities. The Office of Research currently consists of the associate dean of research, business manager, administrative assistant, graduate research assistant, and an external research consultant. The SSON has a rich history of extramural funding from AHRQ, CMS, HRSA, NIH, and SAMHSA, including multiple R-series grants, K-awards, a T32, and other external entities. We have the goal of growing our research enterprise significantly in the coming years and seek a talented research administrative professional to join our collaborative team and play an instrumental role in the growth and success of the school.

*Top 5 Reasons to Work for Sinclair School of Nursing:*

*1. We provide the opportunity to work in a beautiful $30 million state-of-the-art building with breathtaking campus views.*

*2. We promote professional development opportunities, so you gain new skills and competencies to sharpen your professional edge.*

*3. We offer flexibility and support work-life balance.   
4. We foster a caring and collaborative environment that values innovation.*

*5. Our active Staff Council is committed to creating opportunities to connect with your co-workers on issues other than work.*

**Job Description**

This pre-award position primarily supports Sinclair School of Nursing faculty, postdoctoral fellows, and students in identifying, pursuing, and securing extramural funding for research, instruction and other sponsored activities from a full range of agencies. The position also assists with maintaining Research Office data and resources as well as report preparation to internal and external stakeholders.

**Key Responsibilities**

1. Assists faculty, postdoctoral fellows, and doctoral students to prepare and submit high quality extramural grant proposals, including text editing, table/figure formatting, data entry, and uploading files into the electronic grant submission system. Collaborates with internal and external customers to assure timely, complete, and compliant grant submissions.
2. Applies technical expertise to analyze and interpret the most current extramural funding agency guidelines, policies, and priorities to provide individualized guidance and support to faculty, postdoctoral fellows, and doctoral students writing grant applications. Composes, updates, and distributes boilerplate grant application materials (e.g., Facilities & Resources, personnel justification, letters of support).
3. Manages human and virtual resources necessary to support faculty, postdoctoral fellow, and student scholarly research productivity. Maintains “Research, Innovations, & Scholarly Endeavors (RISE Up)” resource site in Teams that contains opportunities for awards, funding, research dissemination as well as templates for research posters, PowerPoint presentations, and letterhead.
4. Supports interdisciplinary center and training grants with data collection and completion of data tables from multiple schools and departments, proposal assembly, and submission. Provides support to T32 training grant project director and predoctoral trainees to maintain compliance with ongoing required reporting and publications processes. Assists with maintain Research Office data and reporting.
5. Provides instruction and support to new faculty, postdoctoral fellows, and predoctoral trainees regarding grant submission timelines, research grant proposal preparation, research-related resources, and funding agency reporting requirements.
6. Assists with other pre-award activities including, but not limited to:

* NIH-style Pending and Current Other Support documentation
* NIH ASSIST and other external agency online application data entry and file uploading
* OSPA Investigator Form - Conflict of Interest documentation
* OSPA Subrecipient and Contractor Checklist
* PeopleSoft data entry (ePSRS)
* Tracks principal investigator, co-investigator, department chair, and dean approvals required for the PeopleSoft Grants Module Electronic Personnel Signature Routing Sheet [ePSRS]

**Salary Range:** $47,467.00 - $84,505.00  
**Grade:** GGS-010  
**Shift:** Monday – Friday from 8:00 AM – 5:00 PM  
**Minimum Qualifications:** A Bachelor's degree or an equivalent combination of education and relevant experience, and at least 3 years of experience from which comparable knowledge and skills can be acquired is necessary.  
**Application Materia:** Please provide resume and CV with application  
**Benefit Eligibility**