



## **Director, Office of Sponsored Research & Programs**

### *Position Profile*

As a public urban teaching university and a Hispanic-Serving Institution with a growing focus on innovation and research, Metropolitan State University of Denver invites nominations and applications for the position of Director of the Office of Sponsored Research & Programs (OSRP). Currently reporting to the [Provost and Executive Vice President for Academic Affairs](#), this is an exciting opportunity for a leader to provide strategic direction to support sponsored research and programs amidst the changing landscape of higher education and the growing vibrancy and diversity of the Denver metropolitan region.

### **The University**

Established in 1965, MSU Denver was founded to serve students who were underrepresented in higher education whose life paths and experiences did not fit the traditional mold. Nearly 60 years later, the University continues to serve nearly 17,000 of Colorado's extraordinary and diverse students, providing them with the foundation on which to build their unique aspirations. As the third largest public institution of higher education in Colorado, MSU Denver is a model university for today's college students. Proud of its federal designation as a [Hispanic-Serving Institution](#) and of its ninth consecutive *INSIGHT into Diversity* [Higher Education Excellence in Diversity \(HEED\) Award](#), the University serves the most diverse undergraduate student population in the state, as well as the most first-generation students and Deferred Action for Childhood Arrivals (DACA) students.

MSU Denver is a unique, access-oriented campus community that values diversity, equity, and inclusion in all its forms. The student population consists of nearly 60% first-generation college students and 54% undergraduate students of color. The University creates an equitable learning and working environment in concert with individuals who consistently demonstrate commitment to equity and inclusion. MSU Denver greatly values the diverse identities and perspectives of its students, faculty, and staff and recognizes that to achieve a just and equitable society, diversity must go beyond simple representation. It requires critical inquiry and dialogue and a commitment to action. The University continues to strive in providing a culture of belonging for all community members to achieve personal and professional success, and is [committed to engaging in the anti-racism work](#) necessary to create systemic change.

For more information about MSU Denver, please visit the [2030 Strategic Plan](#) and <https://msudenver.edu/>.

### **Responsibilities**

To be successful in this role, the OSRP Director:

- Provides institutional leadership and strategic direction for MSU Denver's Office of Sponsored Research and Programs with an emphasis on communication and collaborative assistance to faculty, staff, and administrators in all areas related to the discovery, development, implementation, and management of publicly funded grants/awards, grant-related contracts, and sponsored research.
- Collaboratively develops public grants-related policies and procedures, including but not limited to policies related to the distribution of Administrative and Facilities (A&F also known as Indirect Cost Recovery (ICR)) funds; compliance with institutional, state, and federal regulations and policies; Human Subjects Review (Institutional Review Board [IRB]); and others.

- Cultivates and connects faculty, staff, and administrators with opportunities for externally funded grants and grant-related contracts.
- Develops and maintains the best possible practices and techniques for the discovery of grant and grant-related contract opportunities, which will enhance the role and mission of the University.
- Provides guidance and support specifically to the designated grant or contract administrator and generally to the University, throughout the life cycle of the grant.
- Oversees the preparation, authorization, and submission of grant proposals, and grant-related contracts with particular attention given to the Principal Investigator(s) (PI) budget development; compliance with the funding agency's proposal and budget guidelines; narrative development and responsiveness to the funding agency's guidelines; and completeness prior to its being circulated for approval by appropriate unit administrators and subsequent submission to the funding agency.
- Serves as the liaison with the University budget office and public funding agencies for all matters related to negotiated budgets for grants and grant-related contracts, and to MSU Denver's Advancement team working on corporate or private foundation grants/contracts. The OSRP portfolio currently includes 46 grants and contracts representing over \$58 million.
- Supervises OSRP staff, which currently includes an Assistant Director, two Proposal Development Specialists, a Post Awards Manager, Assistant Director of the Human Subjects Research Protection Program, Assistant Director of Awards Management & Compliance, and Human Subjects Research Analyst
- While working in-person or on a hybrid schedule would be preferred, fully remote candidates will also be considered.

See <https://www.msudenverjobs.com/postings/22837> for more details.

### **Required Qualifications**

- A Master's degree and significant experience working in a leadership position directly involved with grant programs.
- Demonstrated experience and ability to work collaboratively with diverse groups of individuals to accomplish complex tasks within a defined period of time.
- Demonstrated commitment to diversity, equity, and inclusion.
- Experience with garnering grants or fiscal management and reporting to funding agencies.
- Extensive experience submitting proposals via Research.gov, Grants.gov, Nspires, Cayuse S2S and other submission systems.
- Extensive knowledge of OMB guidance and compliance/award processing issues
- At least eight (8) years of experience in Research Administration, with a minimum of five (5) years in a Research Administrator leadership role.
- Excellent interpersonal, communication, writing, and organizational skills.

### **Preferred Qualifications**

- Certified Research Administrator (CRA) certification
- Experience leading a team of predominately remote employees or confidence in one's ability to excel at doing so
- Demonstrated commitment to diversity, equity, and inclusion in a higher education setting.
- Demonstrated success in obtaining public funding for projects, as an individual or for an institution.
- Experience supervising a team of research administrators in University grants and contracts office
- Experience implementing Cayuse S2S and Cayuse Sponsored Projects at a higher education institution or extensive experience using these systems
- Active membership in a professional organization such as SRA and NCURA.

- Knowledge of state and federal regulations governing sponsored programs and major funding agencies such as the National Science Foundation, the National Institute of Health, U.S. Department of Education, Colorado State Department of Education, etc.
- Demonstrated experience working with sponsored research and undergraduate research programs, including Human Subjects Review Committees (HSRC) and/or Institutional Review Boards (IRB).
- Documented success in providing oversight and hands-on involvement in all aspects of the grant life cycle, including writing grant proposals, post-award implementation, fiscal management and reporting, and growing a funding portfolio.
- Experience as a Project Director or Principal Investigator on large multiyear grant.
- Ph.D. or other terminal degree

### **Application Process**

To ensure full consideration, applications must be received by 11:59 p.m. (Mountain Standard Time) on November 29, 2022. However, the Search Committee will continue to accept applications until the position is filled. To apply, applicants must use the MSU Denver HR application portal (<https://www.msudenverjobs.com/postings/22837>) to submit the following materials:

- Current curriculum vitae;
- Cover letter describing their relevant experience and interest in the position; and
- Names and contact information for three (3) references, none of whom will be contacted without the applicant's permission.

All applications will be handled in confidence. For questions, please contact the Search Committee Chair, Kristin Schneider Baldwin, at [kschne18@msudenver.edu](mailto:kschne18@msudenver.edu) using the subject line "OSRP Director Questions".