

10 Things Research Administrators Do

* Responsibilities vary greatly with position

- 1** Ensure compliance with federal, state, local and institutional regulations/policies.
- 2** Provide service to investigators in support of their research goals.
- 3** Stay current with federal and state regulations.
- 4** Represent the institution with funding agencies.
- 5** Communicate with international collaborators and consultants.
- 6** Manage research portfolios and advise investigators, as needed.
- 7** Coordinate between among research departments and services.
Assist investigators with proposal development, progress reports, closeouts,
- 8** extensions, and forecasting.
Conduct the final review and approval of proposals and budgets. Act as authorized
- 9** signatory.
- 10** Negotiate awards and contracts; conduct audits.

Some Entry-Level Research Administration Positions at OSU

Grants and Contracts Management Analyst 1

Sponsored Programs Coordinator 2

To apply for open positions: <https://hr.osu.edu/careers/>

What skills should I have?

- Excellent time management skills, deadline-driven mindset
- Project management experience, good listening skills
- Comfort working with varied deadlines and a complex workload
- Experience or coursework in accounting, budgeting, or finance
- Ability to work with complex teams and across all levels of an organization
- Multitasking and organizational skills, attention to detail
- Patience with bureaucratic procedures
- Curiosity and problem-solving skills, ability to learn quickly
- Willingness to learn research regulations and regulatory agencies
- Awareness of current events and policy developments that affect science
- Ability to represent and advocate for the value of research

Research Administration Professional Organizations

Society of Research Administrators International (SRAI)

National Council of University Research Administrators (NCURA)

National Organization of Research Development Professionals (NORDP)