POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Research Projects Advisor
DEPARTMENT: University Research Services, VP (Research) Portfolio
POSITION NUMBER: 00500189
GRADE: 9   EFFECTIVE DATE: May 1, 2020

JOB SUMMARY:

Reporting to senior management within the Grants and Institutional Programs unit (University Research Services), and receiving additional direction from a senior administrator of the relevant Faculty (Arts and Science [FAS], Engineering and Applied Science [FEAS], Health Sciences [FHS]) when appropriate, the Research Projects Advisor provides expert advice and project management services to faculty members and faculty offices for the development, review, submission and administration of, and accountability for, successful applications for research funding, including those related to external funding agencies and organizations. The Research Projects Advisor will specialize in one or more sub-domains: the social sciences and humanities, engineering and natural sciences, health sciences, international programs, and large-scale institutional programs to, at a minimum, contribute to the maintenance of Queen's University's annual research income of approximately $180m.

KEY RESPONSIBILITIES:

- Provides expert advice and project management services to faculty members, faculty offices, and non-academic partners to aid in the submission of successful applications for research funding, including development of internal guidelines, sample applications and web resources, development and delivery of workshops, and provision of editing feedback to faculty regarding quality, content and style.
- Ensures all applications are completed in accordance with university and agency policies, guidelines, and deadlines. Liaises with representatives of other institutions and funding agency staff regarding the interpretation of agency/institutional guidelines and policies. As needed, serves as an advocate on behalf of faculty with agency/institutional staff.
- Identifies and monitors funding opportunities appropriate for researchers and research groups at Queen's. Develops and implements strategies to increase participation and success rates for identified opportunities, including those to target funding opportunities for individual and teams of faculty members.
- For complex programs, may facilitate post-award administration of projects.
- Advises supervisor when success of an application is in doubt and provides related information for consideration by supervisor and senior administrators.
- Works with existing, and encourages the formation of new research teams or groups around identified funding opportunities and facilitates the preparation of competitive applications for funding competitions.

- In consultation with senior management, advocates with funding bodies, sponsors, governments, organizations, and other universities to enhance the research enterprise at Queen's.
- Monitors application and contract activity flows, and ensures implementation of process changes to reflect internal and external program and policy adjustments.
- Oversees the work of consultants or casual staff who provide services related to program implementation and application review/writing.
- Works with senior departmental administrators to ensure the seamless integration of centralized URS application submission procedures with faculty/departmental internal procedures.
- Undertake other duties in support of the department/unit as assigned.

REQUIRED QUALIFICATIONS:
- Post-graduate university degree in a related field or sub-domain.
- Several years experience working in a research environment reviewing and advising on research funding applications or awards.
- Excellent oral and written communication and interpersonal skills.
- Experience in a service-oriented and/or project management role involving stakeholders and clients from multiple sectors.
- Experience in an advisory or training role.
- Experience with federal and provincial research funding agency programs is considered an asset.
- Consideration may be given to an equivalent combination of education and experience.

SPECIAL SKILLS:
- Respect diversity and actively promote inclusion in the workplace.
- Excellent oral and written communication and interpersonal skills, including demonstrating confidence, tact, discretion and judgment to work effectively with academic researchers, government representatives and senior administrators.
- Ability to quickly develop a sound knowledge of the university research environment and external research support programs available to Canadian researchers.
- Excellent results-oriented project management skills, combined with an ability to manage large projects involving multiple institutions and an ability to prioritize among many competing demands to ensure quality documentation is submitted in accordance with strict and short deadlines.
- Ability to train and motivate others to prepare top quality proposals and adhere to agency rules and guidelines.
- Excellent presentation skills to deliver public presentations with a capability to deliver information to diverse audiences.
- Ability to understand, interpret and communicate funding agency policies and guidelines to support the application process and post-award activities.
- Excellent problem-solving skills including the ability to effectively negotiate conditions of funding with government representatives and terms of agreements with other institutions.

- Ability to analyze data, interpret research trends, and prepare reports for consideration by senior administrators.
- Self-directed individual with demonstrated interest, capacity, and flexibility to work independently, yet eager to be part of a team working in a fast-paced service-oriented environment.
- Ability to be fair, objective, impartial, and flexible without compromising standards, funding agency regulations and guidelines, or Queen's policies.
- Ability to work towards frequent critical short-term deadlines while still advancing long-term programmatic goals.
- Ability to work overtime as required to address funding competition volume and deadlines.

DECISION MAKING:
- Decides on best alternatives or a range of solutions to a given problem, identifying potential risks and benefits of each.
- Analyzes, summarizes and makes conclusions regarding information and policy. Participates in determination of goals and objectives and in the formulation or reformulation of policies and standards.
- Plans, implements, interprets, and evaluates internal and external policies, guidelines, and practices in meeting university goals and priorities.
- Decides on significance of a problem and who should assume responsibility for its resolution.
- Prioritizes work tasks for self and consultants and/or casual staff. Determines processes required for self and researchers to ensure quality applications/reports are submitted to external funding agencies in compliance with non-negotiable deadlines.
- Identifies and recommends concrete changes/additions/deletions that are required to significantly improve the probability of success of a particular funding application. Determines best means to provide related feedback to faculty members and senior administrators.
- Determines if additional information and/or resources are required to submit quality applications/reports and makes related recommendations to supervisor.
- Determines the revisions required to ensure applications and post-award documents meet funding agency guidelines.
- Determines the information, agreements and other items that are necessary to satisfy conditions of funding imposed by funding agencies and determine when those conditions have been met.
- Determines strategies for leading individual and teams of researchers towards excellence in the development and submission of highly competitive research proposal applications to granting councils and contracting agencies.
- Determines if funding opportunities are realistic for research teams/groups to attain and when resources of the team or university would be more successfully directed elsewhere.
- Determines when research teams are not working towards stated proposal development objectives and recommends corrective measures.
  Determines when work of consultants is satisfactory and determine steps necessary to improve unsatisfactory work.
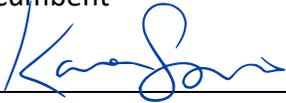
RESEARCH ASSESSMENT QUESTIONS: YES   NO

1. Is this position technical in nature in a teaching or research lab

    or lab-related area?   ☐   ☒

2. Does this position support a research project?   ☐   ☒

    If yes, indicate name of the project:

3. Does this position report directly to a Principal Investigator (PI)?   ☐   ☒

    If yes, indicate name of the PI:

SIGNATURES:

                                                            Date

_____   _____

Incumbent

_____   **June 29, 2020**

Manager

_____   June 29, 2020

Department Head/Director or Designate