DOM CRE Grants Administrator

Roles and Responsibilities

1. Provide Support to Faculty with grant submissions (50%)
2. Complete/Update Biosketch and Other Support Documents (15%)
3. Manage JIT and Annual Progress Reports for Faculty (20%)
4. Serve as Liaison between OSP and Faculty (15%)

1. Provide Support to Faculty with grant submissions
    a. Work with Faculty to complete all grant application components
    b. Upload grant components via applicable platform
    c. Submit necessary documents to OSP during grant submission

2. Complete/Update Biosketch and Other Support Documents
    a. Provide support to Departments to complete current Biosketch and OS

3. Manage JIT and Annual Progress Reports for Faculty
    a. Complete all JIT components and upload to applicable platform
    b. Complete all components for Annual Progress reports (RPPR) and upload to applicable platform

4. Serve as Liaison between OSP and Faculty
    a. Work closely with OSP officer assigned to department on all submissions to provide necessary grant documents and answer any questions
    b. Ensure that Faculty understand OSP requirements/requests and respond appropriately and timely