DOM CRE Manager-Clinical Research Nursing (Grants Management)

Roles and Responsibilities

Grants Management Goal: Improve effort-tracking methods to provide a fuller picture of MOU pricing

1. Management of grants management team members and activities (40%)
2. Management of DOM grants inbox (20%)
3. Being a resource/primary contact for grants management and post-award federal, foundational, and non-profit in CRE (15%)
4. Oversight of Post-Award finances on federal, foundational, and non-profit in CRE (15%)
5. Leading grants management portions of required meetings (10%)

1. Management of grants management team members and activities (40%)
   a. Oversight of pre-award grant submissions for CRE
   b. Oversight of all OSP submissions related to federal, foundational, or non-profit projects
   c. Oversight of OSP submissions for DUA's, MTA's, EAP's, and other associated agreements
   d. Assignment of duties to team (Joanna, Kookie, and Pia)
   e. Ensure team members tracking work completed appropriately

2. Management of DOM grants inbox (20%)
   a. Oversight of DOM grants inbox

3. Being a resource/primary contact for grants management and post-award federal, foundational, and non-profit in CRE (15%)
   a. Problem solve, provide solutions and guidance on grants management/applicable post-award issues
   b. Point person for overall grants management/applicable post-award questions/concerns
   c. Provide assistance/planning when necessary

4. Oversight of Post-Award finances on federal, foundational, and non-profit in CRE (15%)
   a. Management of post-award funds on all federal, foundational, and non-profit projects in CRE
   b. Provide effort allocations to financial team monthly
   c. Prepare applicable monthly CRE financial reports

5. Leading grants management portions of required meetings (10%)
   a. Meet independently with collaborators/CRE leadership when required
   b. Attend meetings and provide status reports on grants management/applicable post-award activities as required (includes monthly PI report meeting)
   c. Lead DOM Research Administration Advisory Committee (RAAC) to work with research administrators to enhance and support the research community