



## **Director of Office of Sponsored Programs & Research (OSPR)**

**Department:** Office of Graduate Studies & Research  
**Classification:** Manager (P)  
**Status:** Exempt, full-time, replacement

**Position Summary:** The Director of the Office of Sponsored Programs & Research (OSPR) is responsible for increasing and sustaining successful grants and contracts activity by working with faculty and staff in researching and identifying prospective resource opportunities to prepare grants for submission, as well as processing and managing the administration of grants and contracts once they have been awarded. OSPR serves as the central coordination point for all grants and contracts, and partners with principal investigators (PIs) to ensure compliance with federal, state, and institutional policies. The Director will closely work with University leadership, faculty, and staff to identify federal, state, local, and private funding sources and to prepare and submit applications to those funding agencies.

The Director oversees all aspects of proposal preparation, grant submission administration, sponsored program agreements, and contract/sub-contract negotiation with external agencies and organizations. The position assists senior administrators and PIs with issues related to externally sponsored research activities and affiliated contractual requirements. The ideal candidate will provide leadership for pursuit of grants and oversight of sponsored programs and research in alignment with Baldwin Wallace University's strategic plan. The Director will have the expertise and fortitude to work internally with faculty, administrators, academic support, and accounting personnel in the execution of grant proposal writing, submission, and award acceptance. The Director will work externally with all levels of government and other agencies in identifying grant prospects and positive relationship-building. This position serves as a liaison between the University and granting agencies to ensure peak execution of reporting and compliance with grant requirements. The position reports directly to the Dean of Graduate Studies & Research. We welcome candidates who can contribute to the diversity and excellence of our academic community.

## **Essential Duties and Responsibilities:**

### **Grant Proposal, Awards and Agreements Review/Administration:**

1. Research grant opportunities and working with faculty to write and edit grant proposals/applications for submission to federal, state, local and private agencies.
2. In collaboration with accounting personnel and faculty members will be responsible for preparation of the budget, budget justification, required forms and appendices, and other relevant technical documents needed for a grant proposal
3. Perform electronic research administration system activities such as user account creation, modification, updating institutional information, and other electronic research administration duties as needed.
4. Manage all the grant submission process to federal, state, local, and private agencies.
5. Edit grant and contract-related documents, reports, and other research documents, as needed.
6. Develop and maintain pre-award sub recipient monitoring materials, including sub recipient commitment forms and other resources for vetting sub-award institutions at the pre-award stage.
7. Provides guidance and support to accounting personnel during audit and work with other departments in addressing audit issues.
8. Oversees intellectual property negotiations and conditions related to patents, copyrights, trademarks, and other technology transfer.
9. Route awards/agreements to the appropriate University official/faculty/academic unit staff to ensure necessary approvals are obtained and the Awards/Agreements are executed promptly within a week period.

### **Policies and Procedures Development/Implementation:**

1. Maintain expert knowledge of sponsor guidelines and procedures by reviewing proposals and preparing them for submission.
2. Assist in the development and implementation of policies relating to Electronic Research Administration (ERA) and serve as an ERA expert.
3. Advise faculty and staff on sponsor policies and procedure and the rules and regulations of the University, including changes thereto, policies and procedures as they apply to Awards/Agreements.
4. Implement policies and standard operating procedures to ensure compliance with sponsor rules and regulations.
5. Participate with senior administration in the development of policies and strategic plans to foster an environment of support for the University research to increase external funding and contract.
6. Administer and interpret applicable federal and state laws and regulations including agency guidelines for grants management and sponsored research and knowledge of Single Audit and the Uniform Guidance.

**Communications:**

1. Establish and maintain productive and cooperative communications and professional working relationships with University administrators, faculty, and staff and federal, state and private agencies.
2. Frequent communication with PIs and administrative personnel regarding contracts and grant.
3. Communicate regularly with sponsor contacts to ensure any post-submission correspondence is addressed.
4. Communicate success stories related to grants and contracts to University relations, BW community, and external stakeholders.
5. Manage and update OSPR website related to sponsored programs and research.

**Training/Workshops/Seminars:**

1. Participate in and/or develop training, workshops, and seminars on issues related to sponsored project administration.
2. Assist in preparation of educational materials and communications related to research administration and sponsored project activity.
3. Manage the OSPR with developing, coordinating and conducting training and workshops on grant and budget development.
4. Design and conduct internal workshops in the successful execution of the grant proposal process, as well as training and orientation sessions to University personnel selected as grant project directors and principal investigators.

**Perform other related duties and participate in special projects as assigned by the Dean of Graduate Studies & Research****Qualifications:**

- A Master's degree in a related field or equivalent experience in grant proposal development;
- Proficiency with Word, Excel, ACCESS, Photoshop, Adobe and/or current LMS, and other software used for data management;
- Demonstrated ability for time management;
- Demonstrated ability for superior interpersonal skills to interact effectively with OSRP's stakeholders, including administrators, faculty, staff, students, governmental agencies, and other prospective funding sources;
- Demonstrated evidence of excellent written and oral communication skills along with presentation and design skills;
- Demonstrated ability to organize and prioritize tasks, to work independently, to maintain confidentiality, and to take initiative to improve upon current operations;
- Demonstrated ability to develop and implement training activities;
- Demonstrated knowledge of research administration;

- Demonstrated ability to understand and appropriately apply Federal, State, and University policies and procedures, and interpret cost principles; and
- Demonstrated ability to manage multiple priorities in a fast-paced environment.

### **Preferred Qualifications**

- Experience in all phases of grant development including researching prospective grant opportunities, writing and editing grant proposals;
- Prior experience in the pre and post-award activity; familiarity with issues of research compliance; knowledge of federal agency practices, regulations and policies;
- Experience analyzing contracts, legal documents and policies;
- Thorough knowledge and understanding of research administration, government relations and principles applicable to contracts and grants;
- Demonstrated proficiency and accuracy in the development of complex multiyear budgets;
- Working knowledge of Uniform Guidance and Single Audit processes and protocols; and
- Certified Research Administrator status by Research Administrators Certification Council (RACC)**Working Conditions and Physical Demands:** Work is normally performed in a typical interior/office work environment. No or very limited physical effort required. No or very limited exposure to physical risk. Must complete a background check and University compliance training.

**Compensation:** A competitive salary plus a comprehensive benefits package that includes health and dental insurance, 12 days annual paid sick leave, 20 days paid vacation, 15 paid holidays, long & short-term disability, 403 (b) retirement plan, life insurance, employee discounts, free parking, and tuition remission benefits for employee and family. To learn more about the BW's benefits package, go to: [www.bw.edu/resources/hr/](http://www.bw.edu/resources/hr/)

**Application Procedures** The search committee will commence reviewing applications immediately and continue until the position is filled. Send resume, cover letter and contact information for three professional references in one (1) Word document or one (1) PDF and submit via the *To Apply* link on HR's Current Job Openings web page. <http://www.bw.edu/employment>

**Baldwin Wallace University is an EEO/AA employer and educator. At BW, we support and encourage diversity in a variety of forms. We value and appreciate inclusive excellence in the classroom, within extracurricular activities, and as we engage our community partners. Learn more at Diversity Affairs - <http://www.bw.edu/about/diversity/>**