

UAB SCHOOL OF NURSING
Position Description
Research Grants Writer (Grants Development Specialist)
Office of Research and Scholarship
UAB Employment Position Number: T222736

SUMMARY:

The **Research Grants Writer (Grants Development Specialist)** is responsible for providing leadership, expert guidance, and review to faculty, doctoral, and post-doctoral in development of scholarly products including grants, manuscripts, and other methods of disseminating scholarship. This individual will perform duties that directly advance the ORS scholarship mission and vision. Through effective problem-solving, innovative thinking, effective planning and management, leadership, and positive communication, he/she/they will perform and manage complex activities of the ORS that support faculty scholarship across all missions. Will interface with faculty investigators and other constituents within and beyond the School of Nursing to ensure faculty success in scholarship development.

RESPONSIBLE TO:

Associate/Assistant Deans for Research and Scholarship

FUNCTIONS:

1. Manage the RISE (Research Innovation and Skill Enhancement) program that supports the development of tenure-trac/tenured faculty into independently funded researchers with sustained research programs that align with UAB's strategic scientific areas.
2. In collaboration with assigned faculty, assists faculty in honing their skills in proposal development, scientific writing, understanding and matching grant mechanisms to specific ideas, pro-active submission planning, and other skills to secure program funding.
3. Identifies and disseminates funding mechanisms to faculty and develops and coordinates general educational activities in grant development skills.
4. Assists with grant editing, evaluating readability, logic, flow and consistency. Provides feedback on the strength of the argument and whether the "dots are connected" in the argument/justification of the work.
5. Assesses scholarship needs and connects constituents (e.g., faculty, staff, trainees) to the appropriate ORS or other resources (ORS mailbox monitoring, triaging requests, and navigation to appropriate resources).
6. In collaboration with ORS leaders and the Assistant Dean for Evaluation, co-develops, updates, and maintains databases that support tracking the ORS strategic goals and metrics and develops ways to communicate and visualize ORS outcomes via written correspondence, charts, graphs, spreadsheets, and data dashboards to inform diverse constituents.
7. Continuously monitors and ensures that the ORS resources that support grant development are up dated and available (e.g., via the ORS website, grant library)

UAB is an Equal Employment/Equal Educational Opportunity Institution dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, sex (including pregnancy), genetic information, age, disability, religion, sexual orientation, gender identity, gender expression, and veteran's status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB's Assistant Vice President and Senior Title IX Coordinator. The Title IX notice of nondiscrimination is located at uab.edu/titleix.

8. Participates in University level committees and training about grant development, team science, and other initiatives.
9. Works with faculty to learn time management skills that will ensure timely completion of scholarly products (e.g., develop checklists, Gantt charts).
10. Maintains working knowledge of ERA Commons, NSF, NIH, HRSA, and grants.gov grant submission/administration systems.
11. Coordinates grant reviews and editing.
12. Assists in educating faculty about the processes related to grant regulations, progress reports, and other deliverables.
13. Creates, updates, and maintains templates for grant components (i.e., facilities and resources, MPI plans, data safety monitoring plans, data sharing plans, biosketches), updating them at least every 6 months and maintaining them as separate components to allow for individualized combinations.
14. Maintains a contemporary repository of funded grant examples (Ks, Rs, Foundations, NSF, DOD).
15. Supports faculty to create and maintain updated biosketches, and creation of ancillary proposal components such as LOS, human subjects elements, data safety and monitoring, and data sharing plans, “other support”, NIH forms, facilities and resources.
16. In collaboration with the Director of Regulatory and Review Processes, assists in training and monitoring faculty and trainee compliance with responsible conduct of research and human subjects training.
17. Has strong operational knowledge of IRB processes and assists early-stage investigators and others with complex submissions such as Single and Multi-Site IRB. Reviews IRB applications to ensure quality and clarity and minimize delays in IRB approvals due to submission errors.
18. Provides consultation regarding dissemination of scholarly products such as abstracts, posters, and manuscripts.
19. Proactively prioritizes projects and assignments in an efficient and effective manner to achieve desired outcomes.
20. Manages work in a timely and efficient manner as to provide immediate turn-around time when necessary.
21. Abides by the standards of behavior outlined in the UAB Enterprise Code of Conduct. Ethical conduct is a fundamental expectation for every UAB community member. Upon hire new employees are required to attest to the Code by completing the online training that is assigned to them. Behaviors inconsistent with the Code may result in appropriate consequences.
22. Performs other related duties as directed to support the missions of the School of Nursing.

QUALIFICATIONS:

1. The minimum requirements are a Bachelor’s degree and seven (7) years of related grant development experience required, Master’s degree and five (5) years of related experience, or PhD degree. A research-focused Master’s degree or PhD are strongly

UAB is an Equal Employment/Equal Educational Opportunity Institution dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, sex (including pregnancy), genetic information, age, disability, religion, sexual orientation, gender identity, gender expression, and veteran’s status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB’s Assistant Vice President and Senior Title IX Coordinator. The Title IX notice of nondiscrimination is located at uab.edu/titleix.

preferred (Nursing, Education, or related). Work experience may NOT substitute for education requirement.

2. Knowledge and skill in scholarly writing and grant proposal development.
3. Contemporary knowledge of federal, foundation, and academic grant policies and procedures for proposal development and review to guide faculty in developing scholarly products (e.g., grants, manuscripts)
4. Expertise in reference management software, Oracle, Microsoft Office products, Adobe, Microsoft Teams, and Qualtrics or a similar survey program. Experience with Excel PowerMap (3D Maps), Canvas, and SPSS are not required but are preferred. To be successful in this position an individual should possess strong work ethic, organizational, computer, communication, and interpersonal skills. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

UAB is an Equal Employment/Equal Educational Opportunity Institution dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, sex (including pregnancy), genetic information, age, disability, religion, sexual orientation, gender identity, gender expression, and veteran's status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB's Assistant Vice President and Senior Title IX Coordinator. The Title IX notice of nondiscrimination is located at uab.edu/titleix.