



JOB DESCRIPTION

- DEPARTMENT:** CHEO Research Institute
- TITLE:** Research Grant Facilitator/Administrator
1 FTE \$55K - \$73K
- REPORTS TO:** CEO CHEO Research Institute
- SUMMARY:** Will act as central resource for investigators regarding granting opportunities, agency guidelines, and reporting requirements. Will assist with grant applications at various levels regarding research proposal content, quality and competitiveness. Assisting in the reviewing and revising of all aspects of funding applications. Requires thorough knowledge of all key granting agency guidelines and policies.

RESPONSIBILITIES

The Research Grant Facilitator will

- Identify research funding opportunities and inform investigators about specific RFA's and programs
- Act as a central resource for individual investigators and teams and trainees developing research proposals and applications for internal and external grants
- Provide a critical review of funding applications, and suggest ways to improve application content and presentation
- Identify relevant expertise for large collaborative teams.
- Coordinate and implement strategic planning workshops for team proposals and funding applications in line with the Institutes strategic plan
- Advise investigators regarding guidelines for the Registration/LOI and application process of key granting agencies, (CIHR, HSF, CFI etc);
- Work to increase the overall submission and success rate for grant applications through improved content and presentation
- Advise regarding appropriate institutional and funding agency policies and reporting requirements related to human resources and funding
- Provide assistance with technical aspects of grant applications where needed
- Identify and act as liaison with academic, industrial, and community research partners
- Coordination of science review (peer review)
 - Internal grants
 - Non peer-reviewed grants
 - Applications to external agencies
- Work with the Clinical Research Unit Education Coordinator to develop training materials pertinent to funding proposal-related workshops and on-line modules for the Institute's trainees
- Advise investigators regarding budget requirements for granting agencies

QUALIFICATIONS

- Police Record Check (PRC) (Essential).
 - Master's degree with research experience **or** Bachelor's degree with research experience plus minimum two years equivalent combination of education, training and/or experience in Life or Physical Sciences plus minimum of five years related research experience or an equivalent combination of education, research training and experience (Essential)
 - Extensive training in conducting and designing research programs, and in research methodologies (Essential)
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- Experience in building collaborative research teams and multi-disciplinary and/or multi-institutional research proposals for provincial, national, and international agencies (Essential)
- Related experience in the development of research proposals, publications, grant applications and/or contracts, including project logistics and budget development (Preferred)
- Exceptional knowledge of successful grant application procedures and granting agency requirements (Essential)
- Experience in fostering effective communication within and among groups (Preferred)
- Outstanding interpersonal and organizational skills
- Proven capacity to excel in an independent, flexible work environment
- Exceptional verbal and written communication skills
- Very strong editorial and documentation skills
- Experience in using word processing, database and Internet applications and tools

WORKING CONDITIONS

- Able to work in a dynamic, often hectic environment and be able to multi-task
- Able to be flexible with working hours in order to meet deadlines
- Able to work under tight deadlines
- Able to work in a team as well as independently under sometimes minimal supervision

Interested applicants may send a cover letter and CV to khaughn@cheo.on.ca by April 22, 2011
