PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>991736</th>
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<tr>
<td>Position Title:</td>
<td>Research Funding Officer</td>
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<tr>
<td>Department:</td>
<td>Faculty of Engineering</td>
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<td>Reports to:</td>
<td>Associate Dean Engineering, Research; Senior Grants Officer, UVic Office of Research Services</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct 0</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG 7</td>
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<tr>
<td>Last Updated</td>
<td>August 2019</td>
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2. Position Summary

The Research Funding Officer (RFO) will work cooperatively within the Dean’s Office team to increase the faculty’s overall research funding. Reporting to the Senior Grants Officer in the UVic Office of Research Services (ORS) and Associate Dean Research (ADR) in the Faculty of Engineering, the RFO is responsible for facilitating research applications to and awards from external funding agencies. The RFO will assist in identifying and promoting external research funding opportunities to the faculty’s researchers. The RFO maintains expert knowledge and understanding of research funding agency programs and policies, including the university’s internal policies.

The RFO will support the Associate Dean Research (ADR) by providing support in grants facilitation and identifying new funding opportunities. Key responsibilities include:

- Expertise in the preparation of grant proposals, submitted by faculty and graduate students, and assistance in the post-award submission of reports to funding agencies.
- Training of early-stage research faculty in grant crafting techniques and helping to develop the essential skill-sets to eventually lead complex proposals.
- Developing information datasets for tracking current, and potential, research partners.
- Developing, and maintaining, a detailed profile of the overall faculty research capability.
- Planning research celebrations that show-case the research undertaken in the Faculty.
- Assisting in developing and writing new funding initiatives beneficial to the Faculty (e.g. Special Funding Programs, Canada Foundation for Innovation, Western Diversification and NGOs).
- Assist in further developing the faculty’s role in the university’s health science initiative, particularly the intersection with CIHR programs.

The RFO will support the Senior Grants Officer by providing support prior to grant submission to the ORS. Key responsibilities include:

- Facilitate grant submission through timely and thorough reviews of the proposals.
- Ensure that the proposals comply with all policies, regulations and requirements.
- Liaise, at the operational level, between the Senior Grants Officer and ADR to other relevant units: research ethics; external awards; graduate studies; student awards and financial aid; and, other faculties’ grant facilitators.
This position involves the interpretation of complex guidelines and regulations specific to each funding agency and the RFO must be able to communicate specialized information clearly to researchers and resolve issues arising effectively.

### 3. Key Responsibilities and Expectations

(identify 3 to 5 key responsibilities and expectations for each)

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<th>Key Responsibilities. % of time</th>
<th>Expectations:</th>
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| **Research Funding Development 25%** | • Assist the ADR in the identification of new research funding opportunities.  
• Assist the ADR in writing grant proposals on behalf of the Faculty.  
• Compile and maintain a comprehensive database of: (i) current and potential research partners from industry, academia and government, and (2) faculty researchers, research areas, and research capacity (including specialized research infrastructure).  
• Coordinate with the faculty’s outreach, communications and development officers to ensure consistent messaging of research priorities, capabilities and projects. |
| **Grants Facilitation 25%** | • Organize the internal peer review of grants and the timely submission of proposals.  
• Collaborate with the Senior Grants Officer to enhance grant facilitation resources and capacity.  
• Maintain up-to-date, relevant knowledge, including related agencies, policies, regulations, new and upcoming resources and tools.  
• Advise researchers on regulatory requirements; interpretation and application of relevant agency research policies; and, confirm grant approval and signature process. |
| **Grant Writing Education 15%** | • Assist in the training and education of early-stage researchers so they become future research project leaders.  
• Assist the ORS and Senior Grants Officer in developing and delivering focused proposal writing workshops. |
| **Research & Scholarship Promotion 15%** | • Assist with preparation of nominations for awards and recognition supported by the Dean’s office.  
• Collect and compile activities and achievements of faculty pertaining to research.  
• Collaborate with the faculty’s communications officer to publicize faculty research achievements on media announcements and promote special Faculty research events.  
• Prepare an annual research and scholarship report. |
| **Research Recognition Events 10%** | • Draft letters for nominations of honorary doctorates, REACH Awards, and any other international, national, local and UVic awards.  
• Assist with the identification of nominees for major awards and solicitation of letters of support for the nominations. |
| **Graduate student support** | • Help provide training for graduate students in preparing scholarship applications and professional curriculum vitae. |
4. Classification Factors:

Problem-Solving:
Complex and critical problem solving abilities are required to establish an infrastructure for research and scholarship; independently process and interpret written policy and guidelines; develop a comprehensive database for funding opportunities and agency compliance regulations; develop efficient and effective strategies in order to effectively problem solve, prioritize and manage new administrative processes and procedures; determine content and write newsletters or other research communiqués; and, help the Communications Officer develop communication strategies to promote research and scholarship.

Responsibility for Financial & Material resources:
Advise faculty on research funding agency opportunities and submission policies, audit processes and reporting procedures & grant proposal budgets (researching costs, salaries, etc.). Research and communicate available scholarship opportunities for graduate students. Manage sensitive time-lines for the accomplishment of objectives that have significant financial impact.

Responsibility for Human Resources:
This position reports jointly to the Associate Dean, Research and the Senior Grants Officer in the Office of Research Services. Works independently to achieve pre-determined goals in consultation with Associate Dean, Research. Provides ongoing guidance and direction to those completing grant applications; may provide training to other staff on processes. May provide direction and guidance to students.

Impact of Decisions and Actions:
This position will play an integral role in providing the infrastructure for research and scholarly activities within the Faculty of Engineering. Knowledge of granting agency regulatory requirements as well as university policies and procedures is critical for submitting accurate proposals meeting within strict deadlines to seek favorable results.

Independence:
The position will operate with considerable independence and decision-making within University administrative guidelines, regulations, policies and procedures and intra- and extramural funding sources. Some decisions will be made through collaboration with Associate Dean Research, faculty and colleagues. Independent action will be taken to make recommendations, plan, develop or monitor new processes to enhance and promote research and scholarship.

5. Summary of qualifications:
This position requires an undergraduate degree in engineering, computer science or science with a minimum of 2-3 years’ experience working in a research administration environment. Experience must include research, administration, grant writing, data collection and analysis.

An equivalent combination of education and experience may be considered.
Knowledge requirements include:
- Familiarity with University research policies and sponsored research administration,
- Work experience in a University, foundation or granting agency setting is preferred

In addition, this position requires:
- Excellent analytical, critical thinking and problem-solving skills
- Superior communication and time management skills
- Ability to work independently with minimal supervision and collaboratively in a team environment
- Strong leadership, facilitation, organizational and client services skills
- Ability to build and maintain productive working relationships with all stakeholders
- Proven track record achieving project goals on time and produce deliverables of a high quality
- Ability to work effectively with a diverse population and with all levels of university personnel
- Ability to use discretion and maintain confidentiality when required
- Proficiency with information/communication technologies (web-searches/email/word processing/spreadsheets/database skills).

Master’s degree is an asset

Required Competencies:
The ability to autonomously develop efficient and effective strategies is important in order to effectively problem solve, prioritize, and manage the administrative process of an increasing workload.

A thorough understanding of the pre-award process is required to be able to clarify and focus what the current, pertinent issues are with the ability to problem solve once the issue has been identified.

Success requires the ability to coordinate projects, multitask, and manage sensitive time-lines for the accomplishment of objectives that have significant financial impact.

To ensure compliance and adherence to necessary UVic and agency requirements, the incumbent must possess the ability to independently process and interpret written policy and guidelines.

Superior writing and editing skills and a high degree of computer expertise in order to function effectively using the campus and Faculty centralized systems.

In order to assure the timely and accurate flow of proposals through the UVic system, a thorough understanding of institutional policies, procedures, rules and practices is necessary for the successful performance of this position. This includes keeping abreast of the current rules and regulations at UVic pertaining to the grants process.

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<th>Employee’s Signature:</th>
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<td>Manager’s/Supervisor’s Signature</td>
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