

Proposal Writer, Office of Research Advancement
University at Buffalo, The State University of New York

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Posted Feb. 15, 2024, set to expire Aug. 4, 2024

Job Title	Proposal Writer, Office of Research Advancement
Department	Office of Research Advancement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Institutional Advancement Grant Writer/Technical Writer
Job Website	https://www.ubjobs.buffalo.edu/postings/48148

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Job Description

The [Office of Research Advancement](#) (ORA) in the Office for the Vice President for Research and Economic Development (VPRED) at the University at Buffalo (UB) seeks a full-time **Proposal Writer**. ORA supports the university's research and scholarly community in the pursuit of external research funding, through grant applications ('proposals'). UB faculty submit proposals to a broad range of federal and state agencies, including NSF, NIH, DOD, DOE, among others. The Proposal Writer will be part of a team communicating with other ORA team members throughout the proposal development and writing process.

Under the supervision of the ORA Co-Director for Proposal Development, the Proposal Writer will work with faculty and researchers to develop specific sections of grant proposals on a span of topics and fields. The Proposal Writer must be able to collect and compile material to convey key information,

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including the components and interrelated parts of the research project, project team organization, project implementation, broader research impacts, etc.

The ideal Proposal Writer should possess the ability to gather and synthesize information effectively, crafting compelling content tailored for federal and state funding agencies. They must be detail-oriented yet capable of grasping projects at a high level, contributing to non-technical sections of proposals. Additionally, they will ensure content coherence and responsiveness to sponsor and reviewer expectations. Strong written and verbal communication skills, along with the ability to work under pressure and manage multiple projects concurrently, are essential. Collaboration, proactive questioning, and proposing ideas for enhanced proposal effectiveness are also valued traits.

Primary Duties and responsibilities include, but are not limited to:

- Meet with faculty/researchers and relevant ORA staff to understand the overall project and proposal requirements and restrictions and establish timelines for proposal section(s) outlines, drafts, and final products that meet proposal submission deadlines.
- Attend sponsor agency informational webinars and proposal team meetings to understand the proposal scope, subject matter, and terminology. Take detailed meeting notes reflecting the discussions. Use meeting notes and responses to the Proposal Writers' follow-up questions to draft proposal content.
- Conduct background research on given grant proposal topics and/or project personnel etc., to be able to produce accurate and effective content.
- Communicate concepts such as process, chronology, or hierarchy, clarifying structure, and order.
- Prepare and revise multiple rounds of drafts and present them to faculty/researchers and to ORA staff for review, edits, and sign-off.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished



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by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact