

Grant Proposal Manager
University at Buffalo, The State University of New York

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Posted Feb. 29, 2024, set to expire Aug. 4, 2024

Job Title	Grant Proposal Manager
Department	Office of Research Advancement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Research/Technical/Laboratory Institutional Advancement
Job Website	https://www.ubjobs.buffalo.edu/postings/48451

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Job Description

The **Grant Proposal Manager** provides support to UB faculty to coordinate the development, packaging, and submission of grant proposals to external funding agencies, specifically those that are multi-investigator, cross-disciplinary, and multi-institution.

This individual provides a range of services that includes identifying and distributing potential funding opportunities, assisting in the organization of proposal teams, and providing proposal management. Proposal Management may include collecting and reviewing required documents from the faculty proposal team, drafting required supporting documents, and facilitating budget development alongside specialists from UB Sponsored Projects Services (SPS). This position reports to the Associate VP for Research Advancement, Office of Research Advancement.

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Job Responsibilities:

Coordinate proposal development and packaging:

- Coordinate proposal development efforts with faculty team members.
- Maintain a current understanding of funding sponsors, their guidelines, and their priorities.
- Thoroughly review funding solicitations.
- Develop proposal outlines, checklists, and timelines to facilitate proposal planning.
- Initiate and maintain regular communication with faculty proposal teams, SPS (Sponsored Project Services), and unit leadership throughout the grant proposal development process.
- Organize meetings and follow up with faculty teams.
- Facilitate contact with funding agencies, when requested.

Review grant proposal documents:

- Draft, format, secure, and review required grant proposal documents, including biographical sketches, current and pending funding, management plans, budget justifications, letters of support, training records, and other required supporting documentation.
- Ensure all documents are compliant with sponsor guidelines.

Assist in finding funding:

- Provide assistance to university faculty in finding appropriate federal grant opportunities.

Skills:

Time management, attention to detail, strong communication skills and the ability to remain confident and poised in a fast-paced environment are essential. Individuals in this role must be adept problem-solvers who are able to manage multiple projects and requests under strict deadlines. The individual(s) should be able to work independently and collaboratively with other ORA / SPS staff members, as well as with faculty teams.

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.



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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 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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact