

Grants Program Coordinator, Medicine  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=236074>

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Posted May 14, 2024, set to expire Sep. 13, 2024

<b>Job Title</b>	Grants Program Coordinator, Medicine
<b>Department</b>	Medicine
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	May 14, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Research/Technical/Laboratory Grant Writer/Technical Writer Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/50108">https://www.ubjobs.buffalo.edu/postings/50108</a>

**Apply By Email**

**Job Description**

The [Department of Medicine](#) within the Jacobs School of Medicine and Biomedical Sciences seeks a **Grants Program Coordinator**. In this role, you will work independently under the direct supervision of the PI/Chair of Medicine to facilitate the achievement of the program's goals. Responsibilities include:

**Grant Coordination**

- Assist with grant submissions, including drafting documents and tracking progress of submission
- Assist with pre and post award review processes
- Manage grant progress reports and clinicaltrials.gov processes and related activities for active grants

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- Work with Departmental and Institutional representatives to facilitate all grant related activities
- Track and manage CV and NIH biosketch updates
- Ensure compliance with regulatory and institutional policies

### **Scientific writing/manuscript management**

- Assist with literature searches and literature reviews
- Draft section of manuscripts for submission to peer-reviewed journals
- Assist with submission and tracking of manuscripts
- Coordinate research team publications

### **Manage research related schedule and travel**

- Coordinate travel and travel reimbursement for research
- Coordinate research team meetings
- Coordinate research collaboration activities and itinerary

### **Manage grant budgets**

- Work with financial team to track grant budgets and program budget
- Assist with creation of study budgets and subaward documents
- Coordinate grant related reimbursements

### **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 by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach



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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