

Proposal & Project Manager
University at Buffalo, The State University of New York

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Posted Sep. 9, 2024, set to expire Aug. 4, 2025

Job Title	Proposal & Project Manager
Department	Sponsored Research Administration
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/52614

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Job Description

Sponsored Research Administration (SRA) within the Vice President for [Research and Economic Development](#) division at the State University of New York at Buffalo is searching for **Proposal & Project Managers** (PPM), reporting directly to the Director of Research Administration for various units. This role is pivotal in offering hands-on support to the University's researchers in completing grant and contract applications for sponsored projects (e.g., research, service, training, development). You will serve as the principal research administrative resource and contact between investigators, external agencies, and internal offices.

This position, at its core, is a project management role. Candidates for this position should excel in time management and possess robust communication skills, with the capability to maintain composure in dynamic, high-pressure situations. The role demands proficient problem-solving abilities and the capacity to handle a variety of projects and requests within tight deadlines. The ideal candidate will be

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an agile, self-motivated individual who can manage a consistent workload effectively.

Responsibilities include, but are not limited to, the following:

- Independently oversee and manage university research funding proposal requests from initiation to completion including organization of all resource materials and compliance with internal and external requirements, including deadlines.
- Autonomously managing a portfolio within your assigned unit, collaborating with various researchers and funding agencies.
- Excel in coordinating with the Central Office, other internal research administration offices, external sponsors, and research teams from across the University to ensure seamless communication and alignment of objectives.
- Analyze federal, industry, and non-profit sponsor funding opportunities and ensure funding proposals align with external sponsor and internal UB budget requirements.
- Ensure institutional compliance with federal, state, agency and other applicable governing regulations, policies and procedures concerning sponsored research.
- Demonstrate a commitment to staying informed and up to date with sponsor and university policies, guidelines, and procedures. This includes a proactive approach to ensuring adherence to all relevant regulations, and the ability to incorporate any changes into daily operations seamlessly.
- Work in close partnership with the budget specialist to review and coordinate budget and the budget justification ensuring it supports the project objective.

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](#).

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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