

Senior Research Administrator
Tufts University

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Posted Jan. 23, 2025, set to expire Dec. 31, 2025

Job Title	Senior Research Administrator
Department	Research Administration
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 23, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Grant Writer/Technical Writer Finance/Investment Management
Job Website	https://jobs.tufts.edu/jobs/21301?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

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Under limited supervision, responsible for administering varied portfolio including most complex sponsored awards. Utilizing extensive research administration knowledge, works with faculty to develop sponsored proposals and to manage postaward compliance activities. Consults with faculty and staff in interpreting intricate sponsor rules and regulations, may mentor junior level research administration staff and assists faculty and staff in navigating new research administration tools and systems, identifying, proposing solutions and working toward resolutions related to complex pre/post-award matters.

Will be in charge of writing drafts of the annual report and reports to regulatory agencies including the IRB, IBC and IACUC.

What You'll Do

- Reviews funding proposal opportunity announcement or request for grant proposal to gain understanding of requirements, submission process and sponsor guidelines. Using the Research Administration System, prepares business components of grant application, prepares and routes proposal for internal approval, and prepares and submits subcontractor and other documentation to Office of Pre-Award Research Administration for final review and submission to sponsor.
- Responsible for preparing proposal's categorized budget and budget justification, confirming accuracy of costs. Verifies that correct facilities and administrative cost rate is applied. Identifies, obtains approval and ensures proper, documented cost share for proposal submission.
- Once grant has been awarded, revises categorized budget as necessary. Provides information for appointment of individuals in compliance with grant provisions. Identifies need for advance accounts and no-cost extensions and takes responsibility for completing required internal documentation.
- Monitors award budget and reports internally on spending. Reviews contracts and subcontracted procurement and financial transactions. Works with Principal Investigator (PI), school, department and central administration to determine allowable and allocable project charges. Develops burnrate analysis and budget projections in Axiom budget system as needed.
- Collaborates and serves as content expert, providing consultative advice to faculty and staff and assists in identifying problems and underlying causes to successfully resolve research administration-related matters. May mentor junior level research administration staff.
- May assist school management with other assigned program operation functions.

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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through a Master's Degree and 5-7 years related experience

Preferred Qualifications:

- Knowledge of funding agencies and their programs
- Understanding of regulations that govern federal research funding and related areas of regulatory compliance
- Proficient with MS Office applications (Outlook, Word, Excel, PowerPoint) and internet
- Proficient with electronic grants management systems (i.e., grants.gov, NIH eRA Commons, NSF Fastlane, ProposalCentral, etc.) or ability to learn these and other applicable systems

Pay Range

Minimum \$78,050.00, Midpoint \$97,600.00, Maximum \$117,150.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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