

Ohio University – Compensation 2014
Job Family: Research Administration | Career Track: Individual Contributor

Provides research administration, compliance, and outreach. Function encompasses activities related to the full lifecycle of research administration including identification of funding sources, proposal submission, contract negotiation, sub-award issuance, post-award administration, compliance review and approval, licensing, technology transfer, and creation of marketable business venture. Jobs in this function focus on the development, facilitation, implementation, evaluation, and administration of a wide variety of research programs and initiatives. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
Accountabilities	<p>PEOPLE Provides direct service to the University community (including students, faculty, administrators, parents, and interested parties) regarding research administration.</p> <p>OPERATIONS Provides daily monitoring of grants and/or contracts to ensure expenses are appropriate and paid according to contract specifications. Explains basic regulations and guidelines of program funding for grants, federal regulations related to human subject research, and related research regulations and advises faculty on adhering to regulations and University guidelines.</p> <p>Communicates with and collects information from faculty, potential collaborators, sub-awardees, and other constituents for data and information to be utilized in the development and review of proposals.</p> <p>Coordinates basic research studies. Maintains clinical databases and repositories.</p>	<p>PEOPLE Serves as a liaison with the University community (including students, faculty, administrators, and external community) to provide compliance and research administration.</p> <p>OPERATIONS Provides a unit with daily monitoring of grants to ensure expenses are being paid according to contract. Interprets and explains regulations and guidelines of program funding for moderately complex grants and contracts and prepares renewals and periodic reports for grant agencies. Assists with pre-award applications and may assist with locating sources of outside funding.</p> <p>Prepares periodic reports for grant agency. Develops materials and systems for informing faculty of new funding opportunities; works with faculty to identify appropriate funding.</p> <p>Coordinates moderately complex research studies. Ensures implementation of appropriate protocols and handling of human or animal subjects as well as specimens.</p> <p>BUDGET Prepares, monitors, and reconciles budget for grants.</p>	<p>PEOPLE Works with the University community and external organizations to plan, coordinate, and implement research administration and compliance programs.</p> <p>Develops partnerships within and outside of the University.</p> <p>OPERATIONS Reviews, analyzes, and interprets new awards of grants or contracts for acceptance, rejection, or further negotiation. Negotiates contracts, grants, and other forms of assistance with outside agencies.</p> <p>Assists in the contractual management of awards through close out.</p> <p>Approves and submits electronic proposals and assists with problems.</p> <p>Responsible for institutional sign-off on proposals and ensures that any changes were correctly completed.</p> <p>Identifies, establishes, and maintains company contacts for marketing of Ohio University technologies. Evaluates new inventions for technical performance, patentability, and commercial potential. Drafts and negotiates terms of all major and minor agreements with companies including option and license agreements. Markets technology.</p> <p>BUDGET May manage specific unit budgets.</p>	<p>PEOPLE Collaborates with the University community and external organizations to initiate, develop, and provide oversight to research administration programs.</p> <p>OPERATIONS Advises faculty on long-term financial viability of department/center given multiple grants and contracts from various sources with differing project end dates. Advises faculty on addressing problems that could impact contract compliance. Locates and identifies sources of outside funding on own accord.</p> <p>Develops budget proposals and monitors the resulting awards received for academic and research projects and programs.</p> <p>Interprets regulations and guidelines of multiple programs with complex and broad guidelines for spending.</p> <p>Monitors changes in guidelines, laws, and regulations and recommends appropriate action.</p> <p>Engages in activities that promote or develop and enhance the formation of startup companies from technologies. Provides guidance and planning on developing successful business strategies.</p> <p>BUDGET Manages budget and/or provides strategic advice regarding budget management.</p>	None specified.

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Requirements	<p>Knowledge and expertise in concepts, principles, and practices of business research administration typically obtained through a Bachelor's degree in business, science or technical field and 0 to 2 years of research administration-related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Advanced knowledge and expertise in concepts, principles, and practices of research administration typically obtained through a Bachelor's degree in business, science, or technical field and 2 to 4 years of research administration-related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Seasoned knowledge and expertise in concepts, principles, and practices of research administration typically obtained through a Bachelor's degree in business, science, or technical field and 4 to 6 years of research administration-related work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Expert knowledge and expertise in theories, concepts, and practices of research administration typically obtained through a Master's degree in business or academic administration, or a science or technical field and more than 5 years of research administration experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	