RESEARCH INVESTIGATOR/SCIENTIST/SCHOLAR (EHRA)

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also band-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Experimental/Research Design | * Formulate research methods and suggest options for improving quality, identify potential problems, recommend and implement solutions, and collaborate in the development of new techniques. * Serve as the Principal Investigator (PI) on research projects providing overall technical and theoretical research design. |
| Funding, Grant Solicitation, and Development | * Administer grants and contracts and research projects for studies, including visioning, grant writing, budget management, and contract negotiation with funders. * Develop exploratory concepts to direct future funding and collaborations. |
| Research | * Manage, gather, analyze, review, and report information for a specific research project or program. * Develop and/or implement protocols to maintain proper adherence and other regulatory requirements. Develop Standard Operating Procedures (SOPs) and monitor adherence and documentation to ensure data integrity and accuracy. |
| Lab Management | * Manage operation of the laboratory including design and use of the laboratory for experiment selection, implementation and analysis. |
| Data Management/Analysis | * Develop and perform statistical analysis of specific data and assist other researchers with similar sequencing based studies. * Manage the collection of data and the data-bases related to continually growing research projects. * Develop abstracts and manuscripts from collected study data. Collaborate with colleagues to gather data from projects for abstracts and manuscripts. Initiate abstract development and manuscripts from data. |
| Project Management | * Responsible for the administration of program activities, maintaining records of the productivity of program projects and cores, management of budgetary information relevant to the program, and reporting of the program’s progress to the sponsor. * Serve as liaison between projects and subcontracts, ensuring compliance with federal guidelines and monitoring work completed. * Maintain collaboration with state agencies for research related projects and programs. * Ensure unit is meeting or exceeding milestones or timelines for deliverables as appropriate. |
| Scientific Contribution/ Presentation of Results | * Author or co-author publications and may present results with Principal Investigator at meetings and/or conferences. * Communicate all outcomes of the research with PI, in presentations, as well as contribute to writing publications and grant. |
| Administrative Duties | * Function as the Department Administrator for other faculty with specific funding, governing the development of proposals and grant progress reporting. * Develop and authorize project budgets. |
| Training | * Train and oversees day-to-day management of administrative activities, development of materials and basis analysis data necessary for administration of a project or program. * Train users in equipment operation and laboratory techniques, explains and demonstrates technology and equipment capabilities, operations, limitations and outcomes. |
| Supervision | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests; etc. |
| Other Duties (5% max) | * Other duties as assigned by management to meet business needs |