RESEARCH PROJECT/PROGRAM MANAGER/COORDINATOR (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** |
| Funding, Grant Solicitation, and Development | * Develop large scale funding proposals, and promotes education of best practices in preparation for sponsored research submissions. * Provide strategic planning of large, multi-investigator grant applications and industry-sponsored research proposals. * Develop and direct collaborative grant activities and industry-sponsored research collaborations/partnerships. * Lead preparation of multi-investigator research proposals and preparation of presentations in support of developing strategic partnerships. * Develop collaborations with funding agencies and industry partners to learn about topics of specific interest to the funding agency, and obtain key information to increase success rate with funding of proposals. |
| Data Management/Analysis | * 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. * Build databases for electronic data capture of study data, ensuring compliance with applicable regulations and thorough testing and functioning of the system. |
| Project Management | * Lead management and coordination of research development programs, including oversight of staff in building and managing multi-disciplinary research teams for university research initiatives and external large scale funding opportunities, oversight of limited submissions, serve as the lead liaison with research leadership and researchers on campus, design and develop programs that support research initiatives. * Assemble and develop teams of scientists. * Direct daily operations of a research program including departmental, University, federal, and nonfederal reporting requirements, hiring, purchasing, training/education, and supervision. * Maintain collaboration with outside agencies for research related projects and programs. * Ensure unit is meeting or exceeding milestones or timelines for deliverables as appropriate. * Forecast and project funding, monitor expenditures, prepare and submit invoices, direct salary sources of staff. * Review, refine, and develop infrastructure to support the assigned unit. * Develop and monitor standard procedures for the assigned unit. * Ensure program (including all projects and staff) is compliant with all applicable regulations (i.e. ICH/GCP, OHRP, and FDA). |
| Scientific Contribution/ Presentation of Results | * Co-author publications and may co-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 | * Manage, direct, and supervise a large research unit and participates in educational and research activities of a specific center, department, or program. * Senior member of a cabinet and/or advises administration in design of new research, administrative initiatives, and strategies. * Promote UNC research excellence and advance university interdisciplinary research by serving as faculty advocate and partner in research planning and development. * Participate in campus-wide initiatives to advance research best practices at UNC. * Ensure regulatory compliance in accordance with FDA and other federal requirements, ICH-GCP, IRB guidelines, and other institutional guidelines and/or local Standard Operating Procedures (SOPs). * Provide program reporting to University units and regulatory agencies as appropriate. * Research billing compliance and ensure that studies are billed in a timely and accurate manner. * Provide administrative oversight of the Departmental Quality Assurance (QA) Program. The QA Program is responsible for the review of research files, source documents, and regulatory documents to ensure that appropriate regulations, policies, protocols, and standard operating procedures are followed. * Support research projects by writing research protocols, manuals of operations, data management plans, safety monitoring plans, quality management plans, and study monitoring plans. |
| Training | * Train users in equipment operation and laboratory techniques, explain and demonstrate technology and equipment capabilities, operations, limitations and outcomes. * Develop and implement training for faculty, staff, students, residents, and fellows to ensure research compliance and if necessary connect them with relevant resources. * Stay abreast of current regulations and best practices in the research area of focus. * Develop training materials including presentations, written manuals, and standard operating procedures. |
| 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 |