SIMON FRASER UNIVERSITY
TEMPORARY
ADMINISTRATIVE & PROFESSIONAL
JOB DESCRIPTION

Position Title: Coordinator, Research Grants and Projects
Department: School of Computing Science
Reports to: Manager, Academic and Administrative Services
Employee Group: APSA

Position #: 0012336, 0012337
Reports to #: 00001995
Grade: 08

POSITION SUMMARY

The Coordinator, Research Grants and Projects works with Principal and Co-investigators in facilitating the financial, reporting and administrative requirements for various grants and projects within the School of Computing Science. Assists with the coordination and technical writing of research grant and research funding applications. Develops and maintains all financial records, processes expenditures, and reviews and reconciles grant and project accounts ensuring that Terms of Reference and specific grant and project requirements are met. Prepares financial statements and project reports. Liaises with external funding agencies with respect to the application, administrative, reporting and financial requirements of grants and projects. Plans and coordinates external and internal seminars, conferences and workshops including the design and dissemination of conference materials.

DUTIES AND RESPONSIBILITIES

1. Provides financial and administrative support for various research grants and projects to Principal and Co-Investigators by:
   - Acting as a resource for Investigators and grant holders regarding grant expenditures, spending restrictions, budgets, and policies for University and external funding agencies, partners and foundations.
   - Managing financial and administrative requirements, transactions, and terms of reference for contracts, agreements, projects, and grants (i.e. NSERC, CIHR, CFI, BCKDF, Western Diversification partnership grants) to ensure that all conditions, reporting and spending deadlines are met.
   - Establishing budget tracking and reporting processes on current grants, and reviewing budget reporting and justifications to ensure compliance with the respective funding agencies.
   - Assisting with complex budget proposals to review and assess budget items for their eligibility within the guidelines of the respective funding agencies.
   - Reviewing quotes and purchases to ensure eligibility, type of infrastructure, and value of in-kind funding, and obtaining pricing, under $100K for equipment lists provided by grant holders through Request for Proposals and following other purchasing procedures and processes.
   - Responding to and resolving problems encountered by Investigators (i.e. problems with research contracts, expenditures, logistics issues regarding conferences and workshops).
   - Working with Investigators to plan for Research Assistant, Postdoc and visitor funding requirements, and liaising with School staff to ensure appointments are completed and processed.

2. Coordinates the Research funding application requirements and processes by:
   - Providing administrative support to Investigators, and reviewing scientific document and application requirements to ensure funding applications are completed accurately.
   - Assisting with technical and scientific writing (i.e. annual/semi-monthly grant process reports, proofreading/editing research papers, developing website scientific content) to ensure all requirements are met.
   - Making recommendations on the financial, staffing, and equipment resource requirements for applications.
   - Researching and keeping abreast of local, national and international funding opportunities, and maintaining up-to-date information on submission deadlines, monitoring changes to policies, application criteria and application forms.
   - Assisting with the interpretation of funding regulations, criteria and guidelines, and ensuring funding agency and University policies/procedures are met.
   - Liaising with external funding agencies to resolve problems relating to funding agency requirements, and ensuring all policy requirements are meeting preconditions and post award procedures to avoid delays in funding.
   - Liaising with Vice-President Research, Research Accounting, and other SFU departments and staff to facilitate the funding application processes and ensuring that all policy requirements and procedures are followed.

3. Provides general administrative support and coordination by:
   - Planning, coordinating, and managing domestic and international conferences, workshops, and partnership events.
   - Ensuring events follow grant and project requirements, and providing Investigators with pre and post-event reports.
   - Writing and designing content for grant and project websites to promote the work and collaborations of Investigators.
• Assisting Investigators, Research Assistants and postdocs with travel arrangements and conference attendance requirements.
• Participating in team meetings and staff committees, and attending domestic and international events, conferences and workshops, as assigned by the supervisor.

IMPACT OF DECISION MAKING

The Coordinator, Research Grants and Projects is responsible for:
• Decisions regarding priorities of the work required to avoid delays in grant submission and reporting.
• Decisions regarding the appropriateness of information and expenses submitted to the University grant tracking system.
• Decisions regarding the development and recommendation of policies and procedures relating to financial, reporting, and administration of grants and projects.

RELATIONSHIPS

Establishes and maintains relationships with peers and contacts with access to information and to key business partners. Shares information and advice on how to get things done and who to involve.

Primary Working Relationships

Internal/External Connections – Maintains relationships with Principal and co-investigators, and Research Accounting and Vice-President Research Office staff. Develops strong relationships with key external granting agencies and funding agencies.

ENTRANCE QUALIFICATIONS

Masters degree in Science, Engineering, Computer Science or related discipline, and three years of related experience including experience in financial administration and post-secondary institutions grant and project administration/development, or an equivalent combination of education, training and experience.

Good knowledge of financial administration and accounting processes and procedures
Good knowledge of research concepts, principles, regulations, procedures and terminology
Excellent knowledge of successful grant application preparation, procedures, and processes
Excellent research, technical writing, proofreading, and editing skills
Excellent organizational, analytical reasoning, problem-solving, and conflict management skills
Excellent interpersonal, presentation, and communication (verbal and written) skills
Excellent intercultural communication skills
Good project management and event planning skills
Skilled in the use of word processing, database, and spreadsheet software (i.e. Word, Excel, Powerpoint)
Ability to exercise mature judgement, initiative, diplomacy and tact
Ability to interact professionally and collaboratively with a wide range of internal and external stakeholders
Ability to work both independently and as part of a team
Ability to interpret and apply policies
Ability to multi-task and set priorities