

Job Description

Manager, Research Management (Manager, RM)

The Research Office supports the externally and internally sponsored projects of the institution by providing pre-and post-award support to PIs/ Co-PIs and ensuring compliance with Temple and sponsor regulations. The person will work in close liaison with the board of advance studies and research or office of sponsored research.

The Manager of Research Management provides the overall vision of the University's research portfolio. The focus of this position is to foster collaborations among research faculty across departments/ institutes and to support the mentorship of junior faculty. Develop programs and activities that will increase funding for research from all public and private sources, establish and maintain excellent relationships with donors and stakeholders, and oversee proposal development and submission.

1. Develop, maintain, and communicate pre-and post-award administrative procedures **for externally sponsored projects**.
2. Support faculty with grant proposal submissions in conjunction with Sponsored Projects Administration (budget development; award documentation; administrative portions of proposals; internal approvals; monitor issues around effort, cost-share, space needs, and tuition remission)
3. Support faculty regarding **contracts, progress reports**, and other sponsor-related grant actions.
4. Support faculty regarding post-award **grant management**, including projections, effort allocations, and reporting, human resources, consultants, and close-outs.
5. Develop and maintain **Policy Advocacy or Case Studies** to be Presented to private/ public Departments at the local/ national/ international levels.
6. Coordinate internal and external reporting needs, including maintenance of the University's Research/ Projects database.
7. Develop and maintain the award process for the University's research articles/ trainings/ policies and maintenance of the record in the database.
8. Develop Liaison with the University's Board of Advance Studies & Research (BAS&R)
9. Work with the Director to set goals and responsibilities within the research office and monitor procedural efficiencies.
10. Identify a **programmatic strategy for research** that promotes multidisciplinary collaboration within the university.
11. Facilitate collaborations among faculty through identifying overlapping research interests and providing opportunities to communicate.

12. Arrangement of Research Seminars/ trainings to provide information about the **grant process to faculty** including study section procedures, interpreting reviews, and identifying appropriate funding mechanisms.
13. Develop and maintain research cores and infrastructure within the institute including web pages, internal grant review procedures, and statistical support.
14. Communicate with Development at both university/ institute/ departmental levels about **research initiatives and strengths**.
15. **Arrange Civic Engagement** Events / Initiatives on Issues of Public Concern with the departments.
16. Execute **Consultancy Contracts** through ORIC with Industry, Commerce, or Government.
17. Keep track of research projects, organizations, or **research donor agencies**.
18. Oversee all aspects of the operation and development of the ORIC including research administration.
19. Budgeting, auditing, and accounting, human resources, management and maintenance of facilities and equipment, implementation of research contracts, and human resources.
20. Arrangements for the **Institutional Research Board (IRB) and ORIC Strategic Meetings** and submission of minutes of the meetings.
21. Develop and Maintain Monthly progress reports and finalize all sections of the ORIC's Annual report.
22. Submit a Monthly report on the **research management/ challenges** of the university.
23. Prepare Annual Calendar for required events/ activities.
24. Devise and submit the **5-year strategic plan for Research Excellence** and ensure its proper compliance.
25. Perform any other departmental duty assigned by the higher authorities/ Director ORIC.