

Duke University School of Nursing
Job Description
HR Title: DIR, RESEARCH DEVELOPMENT
Working Title: DIR, RESEARCH DEVELOPMENT
Job Code: 1058
FLSA: E
Job Level: 94
Revised Date: 05/01/2011 Job Family: JF 28

General Purpose

Develop, plan, and implement activities responsible for assisting Duke School of Nursing (DUSON) research faculty members and trainees with scientific development of research grant proposals, including school-wide center grant proposals. Facilitate the grantsmanship process from idea generation to successful submission. Supports submissions that reflect the highest quality science that lead to award funding.

Supervisor

This position reports to the Associate Dean for Research (ADR).

Essential Duties

Identify relevant research funding opportunities and potential collaborations with funding agencies, institutions, universities, and industries. Work collaboratively with the grants administration core to inform faculty of innovative funding opportunities. Assess the suitability and potential for success for new research opportunities and provide information to the Center for Nursing Research (CNR) leadership.

Assist the ADR in building school-wide communities of researchers through the planning and facilitation of research project collaborations. Assist in the building of research teams that are well-prepared to plan, design, and submit large center grant proposals (E.g., P20, P30, T32). Assist in the formation and facilitation of project teams in areas of strategic interest.

Facilitate faculty mentoring program including grant writing initiatives and senior faculty mentoring assignments. Coordinate assignments of consulting professors who serve as external research mentors by making assignments, assuring reviews are completed and integrated into research proposals. Coordinate research MOCK reviews for faculty; identify internal and external expert reviews, make assignments, gather reviews, and reside over meetings.

Facilitate strategic direction meetings (Specific Aims and Think Tank sessions) with faculty on new research project initiatives. Determine appropriate resources required to pursue new initiatives. Work with faculty to ensure successful competitive site visits for new initiatives.

Perform substantive editing of grant proposals and attachments, working in close collaboration with faculty as well as trainees to ensure the submission of proposals of the highest quality.

Identify and support partnerships with academic and community organizations internal and external to Duke University for funding opportunities. Provide faculty with proposal content and templates for complex projects.

Coordinate and participate in the CNR internal pilot award funding initiatives. Draft Request for Proposals, identify and invite application reviewers, and participate in the proposal review process.

Assist with research event and conference planning and provide training in proposal development.

Support CNR initiatives, including participating in working groups and investigating cost and feasibility of new projects.

Maintain working knowledge of research pre-award requirements and ensure that proposal budgets align with scientific goals.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Requirements

Education/Training: Bachelor's degree in English, communications, science, business or a related field.

Advanced degree is highly desirable with demonstration of an understanding and familiarity with a broad range of science or technical subject matter.

Experience: Seven years of experience working with extramural grants and contracts.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION
AND/OR EXPERIENCE

Skills:

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description