

Job Description

Job Title:	Senior Research Administrator	Job Category:	Exempt <input checked="" type="checkbox"/> Non-Exempt
Department/Group:	Alliance NCTN Foundation (ANF)	Reports to:	Chief Administrative Officer
Location:	Chicago	Travel Required:	<10% anticipated
Level/Salary Range:	Click here to enter text.	Position Type:	Full-Time <input checked="" type="checkbox"/> Part-Time Contract Temporary
HR Contact:	Heather Choukri	Date posted:	

ALLIANCE FOR CLINICAL TRIALS IN ONCOLOGY FOUNDATION

The Alliance for Clinical Trials in Oncology Foundation (Foundation) is a nonprofit, tax-exempt foundation created to enhance and expand the ability of the Alliance for Clinical Trials in Oncology (Alliance) to conduct cancer clinical research, and address important treatment questions through large-scale clinical trials. The Alliance is a National Clinical Trials Network (NCTN) research group supported by the National Cancer Institute. Through efforts of the Foundation in support of the Alliance, clinical trials and laboratory research are conducted to discover new or improved ways to prevent, treat and cure many types of cancer, including leukemia and lymphoma, and cancers of the breast, prostate, lung and GI tract, and help educate the medical community on methods of cancer diagnosis, treatment, and prevention.

The Foundation is the sole managing member organization of the Alliance NCTN Foundation (ANF), a non-profit entity that administers grants and contracts, and provides operational and financial infrastructure for the Alliance research program

Purpose/Scope:

The Senior Research Administrator is responsible for establishing and directing a new Research Administration unit within the Foundation to support large scale federally funded grant programs in clinical cancer research. The Senior Research Administrator is responsible for establishing processes and procedures for pre-award, post award and grant compliance activities, as well as working with the Research Administrator to establish policies and procedures at the intersection of the pre-and post-award sections. The Senior Research Administrator (SRA) supervises the Research Administrator (RA) in these activities. The Senior Research Administrator partners with the Sr. Finance and Grants Administrator in establishing the research and finance administration units of ANF for purposes of administering Alliance-related grant awards, in compliance with all applicable regulations and guidelines.

This position requires a significant amount of experience working with multiple types of grants (NIH, DOD, CDC) to provide hands-on leadership and guidance in Research Administration to Foundation leadership. This position is responsible for reviewing and applying federal and state laws, granting agency guidelines, and other regulations (as applicable) and will establish the appropriate grants administration structure for a multi-million-dollar grant that can be scaled up within a few years. This is a new position that will require the Senior Research Administrator to work closely with leadership and other staff performing multiple tasks for purposes of building a program.

ROLE AND RESPONSIBILITIES

- The Senior Research Administrator works with Foundation leadership to establish a strategic plan for developing, managing and growing the Research Administration unit and guides the discussion regarding resource needs and timelines.
- Working with leadership, the Research Administrator, Director of Contracts Administration and Senior Finance and Grants Administrator, provide hands-on leadership and support to establish and administer grant compliance policies related to grant/contracts administration, compliance, regulatory issues, and post-award administration.

Establish and manage processes and procedures related to **Pre-Award** activities including:

- Establish on-line access to NIH ASSIST and other related applications and

- develop policies and procedures related to grant submissions to NIH.
- Establish processes and procedures for preparation and submission of grant applications
- Provide leadership and support to all Foundation colleagues as they establish grant related responsibilities and activities within their departments.
- Provide technical assistance and guidance to all Foundation colleagues for proposal and budget development
- Works with a broad array of sponsors, interpreting regulations and guidelines of multiple programs funding with broad and complex guidelines for spending.
- Ensures all applications meet agency and Alliance NCTN Foundation requirements.
- Serve as the liaison for the Foundation to funding agencies
- Establish and manage processes and procedures related to **Post-Award** activities including:
 - Working with IT support to identify and establish appropriate method/software for organizing, tracking and reporting grant awards.
 - Identify, outline and establish policies and procedures related to all federal and philanthropic compliance requirements.
 - Working closely with Research Administrator, establish policies and procedures to coordinate post-award activities including:
 - Monitoring of all financial transactions in research portfolio for compliance with grant requirements.
 - Establishing standardized reporting for forecasting expenditures and financial status.
 - Manage day-to-day grant management functions.
 - Working closely with the Director of Contracts Administration, establish policies and procedures to coordinates post-award activities including:
 - Review and negotiation of grant agreements from federal and other sources.
 - Establish policies and procedures related to award and monitoring of subrecipient agreements
 - Coordinate and negotiate research-related agreements such as Material Transfer Agreements, Conflict of Interest agreements, Confidential Disclosure Agreements, and Data Use Agreements.
- Provides on-going leadership and development of the Research Administration unit for the Foundation.
- Establishes and maintains an on-going grants management training program for all financial and programmatic personnel.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor degree, preferably in business or non-profit administration, or discipline associated with clinical research administration required. Advanced degree is preferred.
- At least 5 years of experience in research administration.
- Advanced knowledge of grants administration/compliance requirements
- Proven leadership as demonstrated by progressively more responsible positions in research administration.

SKILLS AND COMPETENCIES

- Excellent diplomatic and interpersonal skills with demonstrated ability to work with multiple collaborators.
- Well-developed written and verbal communication skills.
- Attention to detail required and must display strong analytical and problem-solving skills.
- Active participation in National Council of University Research Administrators (NCURA) preferred
- Experience with grant management and related financial reporting software applications
- Experience with NIH grant research administration
- Leadership and management skills with demonstrated ability to lead a high performance team and achievement of organizational goals.

Reviewed By:	Trini Ajazi	Date:	March 10, 2020
Approved By:	Sheilah Hurley	Date:	March 11, 2020
Last Updated By:	Heather Choukri	Date/Time:	March 12, 2020

Employee Name:

Date:

Employee Signature: _____