Research Associate  
Position Description

Overview

The Research Associate provides coordination of College of Nursing Research Office activities, supporting faculty and student research and scholarship.

Responsibilities

1. Collaborate with faculty in developing and submitting grant applications: (30%)
   - Support Principal Investigator (PIs)/Project Directors (PDs) in developing a timeline to effectively manage the preparation and submission of proposals for external funding.
   - Provide editorial assistance to PIs/PDs for proposal development and report writing for funded projects.
   - Support PIs/PDs in developing project budgets and enter budgets into proposal templates.
   - Act as the liaison to the Office of Research Administration for review of proposal elements including budget and submission of final, complete grant applications.
   - Develop and maintain template language for College of Nursing and University resources to support funded projects; edit to meet specific funding opportunity requirements.
   - Format proposals to meet funding opportunity requirements.
   - Assist PIs/PDs with preparation of materials for IRB submissions.
   - Conduct literature searches.

2. Manage and monitor awarded grant and contract budgets: (20%)
   - Actively review grant and contract budgets monthly and provide reports to PIs/PDs, ensuring that performance, reporting, and accounting requirements are met.
   - Manage research projects as needed in collaboration with faculty.
   - Support PIs/PDs in managing compliance, payment, reimbursement, or subcontract matters.

3. Provide statistical support for research activities: (20%)
   - Assist in the conduct and interpretation of project data analysis.
   - Provide consultation to doctoral students in developing, implementing, and analyzing data analysis plans for dissertation and capstone projects.
   - Develop Qualtrics surveys as requested by faculty and provide analysis of results.

4. Provide tailored information about research and training funding opportunities: (10%)
   - Monitor NIH, HRSA, AHRQ, AHA, ANF, and other funding opportunities.
   - Acquire and maintain funding opportunity databases.
   - Communicate with individual faculty regularly about specific relevant funding opportunities.
Advise faculty of ORA and other grant-writing, budgeting, or other training opportunities.

5. **Provide additional support for faculty scholarship, including but not limited to: (10%)**
   - Develop and maintain contracts for faculty research related activities.
   - Secure editorial and other resources to support faculty research and scholarship as directed.
   - Support assigned committees, task forces, and work groups as assigned.
   - Maintain CON research files.
   - Supervise student workers assigned to Research Office.

6. **Plan and coordinate Research Office events and activities: (10%)**
   - Plan and coordinate regularly scheduled faculty Research Meetings, which may include skills workshops and presentations on topics of interest to the nursing scholar.
   - Collaborate with Associate Dean for Research to plan and implement workshops for faculty and graduate students.
   - Plan and coordinate the College’s Annual Research Day.
   - Member of the Research, Scholarship, and Evidence-Based Practice Committee.
   - Complete tasks to raise the research and scholarship profile of the College as needed.

**Qualifications**

- MS or PhD (preferred)
- Experience in data analysis
- Experience in grants management and/or grant budget development and monitoring.
- Excellent professional scientific writing skills
- Proficiency with SPSS data analysis software
- Proficiency with Microsoft Office (Word, Excel, PowerPoint)
- Demonstrated strong interpersonal skills, customer relations and ability to work effectively with diverse groups and individuals
- Strong communication and organizational skills