Job Title: Research Development Specialist

BCAT Code: 09MX40
Pay Grade: G17
FLSA Status: Exempt
Effective Date: June 1, 2011
Revision Date: July 1, 2013

General Description
Provides support to faculty with grant related activities.

Examples of Duties
- Conducts funding opportunity searches.
- Facilitates faculty efforts to prepare competitive grant proposals.
- Assists with the Research File System (RFS) in grant maintenance or reporting and the closeout of awarded grants.
- Initiates and plans workshops for parties interested in applying to specific agencies for funding.
- Forecasts budget expenditures; manages grant and contract expenditures.
- Prepares no-cost extension requests and budget revisions.
- Assists in the preparation of sub-awards to partner institutions.
- Prepares ad hoc financial reports.
- Serves as the principal source of information or guidance to faculty on complex administrative policies and procedures.
- Develops handbooks, guides, and the website to assist in the preparation of grants and contracts.
- Serves as liaison with the Institutional Review Board (IRB) Compliance Administrator.
- Edits and formats sections of the research proposal; edits final proposals for accuracy, format and adherence to the sponsor requirements.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of grants, contracts, administrative and budget activities, processes, and procedures.
- Excellent written and oral communication skills.
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Ability to establish and maintain effective communication and cooperative working relationships.
- Ability to ensure compliance with grant agency requirements.
- Ability to administer and interpret applicable federal, state, and University laws, policies, and procedures.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of related experience; or a combination of education and related experience. Graduate degree from an accredited business school and experience working with research grants preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.