THE UNIVERSITY OF KANSAS SCHOOL OF MEDICINE - WICHITA

POSITION DESCRIPTION
Department of Preventive Medicine and Public Health

Position Position No.
Sr. Research Associate
Working Title: Grants Navigator
Job Code:

Supervisor:
Reports to the Department Chair and Department Administrator

Required Qualifications:
- Masters degree in health related field or adult education.
- Experience in collaborating in the development and writing of research grants; NIH, NSF, DOD and individual sponsored research administration and electronic systems
- Research experience including clinical research and demonstration grant projects.
- Experience facilitating multiple contributors to a single document; editing and finalizing proposals and supporting documents (budgets, Gantt charts, budget narratives).
- Experience in researching funding sources to match investigators research questions and proposals.
- Proficient with MS Office, NIH forms and terminology

Preferred Qualifications:
- PhD in public health or related field.
- Proficient with CAYUSE424

Position Summary:
The Sr. Research Associate – Grants Navigator will provide support to the Faculty members and Staff of the Department of Preventive Medicine and Public Health for research and evaluation projects conducted by department faculty members. In addition, this position will support collaborating faculty members at other institutions and other KUSM-W departments.

Responsibilities:
- Collaborate with PMPH faculty to organize, develop and submit grant proposals, applications and sponsored proposals/contracts.
- Identify appropriate objectives, tasks and resource requirements significant to the implementation of the research.
- Reviews contract terms/conditions and seeks legal opinion from KUMCRI and funding entity.
- Collaborate with University and community partners and agencies in the development of funding opportunities.
- Monitors IRB preparation and document standards, track and verify compliance with Human Subjects and Conflict of Interest policies.
- Develop and assess data collection tools and database formats for tracking grant preparation, funding and reports.

Special note: Any violation of ethical standards in conducting human research or any unauthorized disclosure of confidential information can be extremely damaging to this institution. The ability to adhere strictly to standards of ethical research and standards of confidentiality is required. Failure to do so will be considered grounds for disciplinary action, including dismissal.

Length of Appointment
This is a full time exempt unclassified appointment, subject to the regulations of the Kansas Board of Regents, the University of Kansas and the State of Kansas.

Salary Range
$39,000 -$58,500 annually

Location of Position
Department of Preventive Medicine & Public Health
University of Kansas School of Medicine -Wichita
1010 N. Kansas
Wichita, KS 67214
(316) 293-2627
(316) 293-2695 fax

For More Information Contact
Douglas D. Bradham, DrPH
Professor and Endowed Chair
1010 N. Kansas
Wichita, KS 67214
(316) 293-2627

EEO/AA
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Date: 8/05/09