



# Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00415</b>	Pay Grade:	<b>7</b>
JD Title:	<b>Research Administration Analyst</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Research Admin</b>		

## General Description

Responsible for the coordination and administration of research grant programs including, but not limited to those seeking funding from federal and provincial government sources which focus on capital infrastructure, faculty renewal, capacity building, fellowships and scholarships programs, and internal competitions.

## Representative Duties & Responsibilities

- Provide administrative support in the development, coordination, and submission of research proposals, including those characterized as institutional, by gathering and compiling information from a broad range of sponsors and programs, and developing procedures and tools to serve the University research community.
- Interpret and communicate applicable policies, procedures, and guidelines to project leaders.
- Provide internal timelines and deadlines to researchers for select programs and reports.
- Provide advice to researchers and recommend changes to their funding proposals to ensure compliance eligibility requirements.
- Gather information from investigators including, but not limited to construction estimates, salary information, and vendor quotes for preparing budgets.
- Prepare and revise multi-party, multi-funding, and multi-year budgets throughout the various stages of proposal development.
- Check and verify budget calculations for funding and grant proposals, and analyze the eligibility of matching fund contributions and ensure appropriate audit back-up has been received.
- Project annual cash flow by category and by source of funds.
- Work with colleagues and researchers to resolve post award concerns.
- Create spreadsheets for annual accounting and trend mapping of internal and external research funding which may include information about accounts and amounts for transfer of funding.
- Create award and account notices to document the terms and conditions of the funding.
- Update and maintain information in databases.
- Conduct data quality and validity reviews to ensure the integrity of data required for institutional reporting purposes.
- Proofread agreements from primary sponsors and identify changes in language and reporting requirements.
- Write and maintain a variety of documents including, but not limited to standard operating procedures, program documents and procedures, statistical summary reports and meeting minutes.
- Draft guidance documents for proposal preparations and prepare instructional documents for post award management.
- Assemble and collate guidance document packages for applicants and file management.
- Review past funding history of researchers to determine their eligibility for new funding.
- Respond to information requests from internal and external colleagues, collaborators, and agencies.
- Coordinate and attend meetings as required.
- Assemble application packages as required.
- Ensure the maintenance of filing and electronic record retention.
- Secure appropriate signatures for various documents.

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## Supervision

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- Ensure adherence to quality standards and procedures for short-term staff and volunteers.
- Provide orientation and show procedures to others.

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## Qualifications

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- Bachelor's degree in a relevant field of study.
- Requires a minimum of 3 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents and input data into databases and spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information and word processing routine documents such as correspondence and forms.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Developing procedures, tools, and guidance documents to serve the University research community.
  - Interpreting and communicating applicable policies, procedures, and guidelines to project leaders.
  - Creating award and account notices to document the terms and conditions of the funding, responsibilities of the University, and account holders.
  - Working with colleagues and researchers to resolve post award financial concerns.
  - Ensuring compliance with scientific progress reporting deadlines and requirements for institutional programs.
  - Analyzing the eligibility of matching fund contributions and ensuring appropriate audit back-up has been received.
- Elements of high mental effort are not a regular feature of this job.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with researchers who may be rude or upset.
- Frequently deal with multiple requests from researchers and simultaneous reporting deadlines.

### Health & Safety:

- Risk to the incumbent is no higher than for the general population.

# Job Description Rating Sheet

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JD #:	<b>JD00415</b>	Pay Grade:	<b>7</b>
JD Title:	<b>Research Administration Analyst</b>	Total Points:	<b>489</b>
Job Family:	<b>Research Admin</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.0</b>	83
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>E3</b>	100
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>3.5</b>	55
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>3.0</b>	66
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5