

 <p><b>PRINCIPE FELIPE</b> CENTRO DE INVESTIGACION</p>	<b>FORMULARIO</b>	<b>D100-P-02-F-01</b>
	<b>JOB OFFER</b>	
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**Reference:** J.A.01/2019

**Position title:** Coordinator for Grants Support and Management

**Group:** Research Support Unit

**Job description:** The Prince Felipe Research Center (CIPF) is currently recruiting a **Coordinator for Grants Support and Management**. CIPF is expanding and has just approved a five-year strategic plan aimed at positioning the center as an international leader in biomedical research. As a result, we are seeking a dynamic change agent to develop a new **Research Support unit**. This new position will play a key role in shaping an effective model to increase funding of investigators from competitive calls and to oversee both pre- and post-award activities. This is an exciting opportunity to join a mission-driven, collaborative team in a fast-paced environment working directly with the Director, Principal Investigators, research staff, and external funding entities. The position is ideal for an experienced researcher or science officer looking to make an impact, advance our mission in biomedical research, and contribute to our institutional growth.

**Essential Functions:**

- Prepare outlines and monitors timelines for completing proposals according to funding source deadlines. Edits and organizes grant proposal sections written by other staff.
- Assist the director and researchers in the preparation of national and international grant proposals. Provide support with budget preparation. Coordinate with legal department.
- Assist with development of complex international proposals (i.e. H2020 or IMI) that require identification of appropriate partners, Gantt chart preparation for multiple investigators, and budgets based on person months or in-kind contributions.
- Assists with organizational meetings to discuss guidelines, generate ideas, design projects, and write sections of the proposal.
- Maintain a database of all grants submitted including management of overheads, tracking individual grant histories, success rates by agency, and provides investigators with historical perspectives regarding research opportunities.
- Ensure principal investigators and accounting staff maintain accurate spending of all research funding. Monitors budgets, reports, and accountabilities/outcomes for grants.
- Ensure department grants and contracts comply with all national and local legal requirements
- Provides assistance and guidance in resolving issues and conflicts with grant funding agencies.
- Ensure that researchers are appropriately served by the office of technology transfer, accounting, animal welfare committee, and local health ministry.
- Maintains up-to-date knowledge of grant and funding trends and opportunities.
- Develops and updates a monthly report regarding center grants activity and funding status.
- Regularly informs PIs of project status and any deviation from established timeline or goals.

### **Research Center description:**

The Prince Felipe Research Centre, CIPF, was created to develop first-rate, competitive and internationally relevant research in the fields of Neurobiology, Advanced Therapies, Rare & Genetic Diseases, Molecular Mechanisms of Disease and Computational Genomics. The research centre, located in Valencia, occupies an area of 32,000 m<sup>2</sup> and it is equipped with the most advanced infrastructures, facilities and technological equipment

### **Basic requirements of the position:**

- Education: PhD in biology, biochemistry, or other area relevant to biomedical research.
- Experience: At least two years of postdoctoral research and two years of experience in pre- and post-award sponsored programs.
- Supervisory: Demonstrated experience in supervising staff recruitment, training, and development.

### **Knowledge, Skills and Abilities:**

- Experienced in preparation of grant proposals
- Thorough knowledge of major funding agency policies.
- Knowledge of grant database management programs.
- Experience in all aspects of project management. Extensive experience in pre-award or post-award research administration.
- Ability to use independent professional judgment, strong work ethic and express a positive attitude.
- Ability to handle multiple priorities in a fast-paced, stressful environment with competing deadlines.
- Ability to understand and interpret complex guidelines quickly and accurately.
- Ability to establish and maintain effective working relationships, and maintain a high degree of professionalism in dealing with researchers and external funding agencies.
- Highly proficient in English.
- Excellent scientific writing skills
- Ability to work collaboratively in a team environment with principal investigators.
- Willingness to promote the mission statement of the center.

### **Contract**

- Professional category: Head of Area
- Salary Level: Negotiable, based on experience.
- Duration: Possibility for permanent position subject to review
- Starting date: November
- Working day: Full time
- The deadline for receipt of resumes will be open until 15th October, 2019

### **How to present your candidacy?**

Interested candidates should send their CV, cover letter and references only by email to the following address: [selection@cipf.es](mailto:selection@cipf.es).

In order to comply with Law 15 /1999 of December 13, for The Protection of Personal Data, we inform you that the personal data contained in your resume will be included in a personal data file owned by the Foundation Prince Felipe Research Centre, CIPF, to enable you to

participate in our recruitment process, and if appropriate, it may be used for processing appropriate aid, grants and funding to enable this recruitment.

By submitting your resume, you agree to your personal data to be treated in the commented terms, allowing CIPF to share this data with other public and private institutions with the exclusive aim of applying for grants for the financial funding of this institution and its research projects linked to your data.

You may exercise your rights of access , rectification, cancellation and opposition by writing to CIPF, Calle Eduardo Primo Yúfera , 3, CP 46012 Valencia and attaching your ID.

Please indicate the offer reference number in the subject field. If you have any questions about this offer, please contact the Human Resources Department by email to: [recursoshumanos@cipf.es](mailto:recursoshumanos@cipf.es)