

**YORK UNIVERSITY**  
**JOB SUMMARY - YUSA**

For all YUSA Full Time, Part Time, Sessional, Limited Term positions.

**JOB TITLE:** Strategic and Institution Research and Award (SIRI) Specialist

**JOB CODE:** 952901

**DEPARTMENT/FACULTY:** Office of Research Services

**SALARY BAND:** 16

**I. JOB PURPOSE:**

The Strategic and Institutional Research and Award Specialist is responsible for providing advice and support services to researchers seeking to secure research chairs, awards, and/or funding for institutional/ large scale (usually +\$1M) research projects and programs. The Strategic and Institutional Research and Award Specialist works with York University researchers and collaborates with other York University research support service providers, including specialized support services in the Faculties (e.g. Research Officers and Directors), to ensure that researchers have timely access to information about large scale/ institutional and/or strategic research grant opportunities, research chair nominations and prizes. The Specialist is also responsible for completing high quality and highly competitive applications/nominations; supporting institutional reporting; and working with faculty members and research support staff across the institution to build capacity to be successful in research funding, research chair and award competitions.

**II. MAJOR AREAS OF RESPONSIBILITY:**

**A. Oversees and provides direction for competition processes for research chairs, awards and large scale/institutional/strategic research programs.**

**Percentage of time: 55%**

1. Creates tools, templates, guidelines and other materials to be used in the development of nominations/proposals, which incorporate best practices and promote consistent standards. Provides materials to Faculty members and research support service providers and oversees their use in proposal/nomination development.
2. Facilitates internal review and/or selection processes, including development of timelines, circulation of memos and materials, and collection of internal submissions. Serves as secretariat for review committees that provide advice/feedback on submissions.
3. Develops budgets for files where incumbent has primary responsibility; reviews budgets and full proposals/nominations where incumbent has oversight responsibilities in accordance with specific guidelines and requirements of the external funding agencies and University policies and procedures as well as to increase competitiveness of the application. Works with the Principal Investigators and teams to ensure that the detailed budgets for direct costs and in-kind costs are developed appropriately.

4. Ensures commitments for matching funds are secured, developing rationale for institutional commitments as required. Obtains confirmation for commitments of in-kind and cash contributions from the institution and any external partners.
5. Determines risks for each proposal/nomination and develops mitigation strategies.
6. Reviews and ensures proposals/nominations reflect institutional-level strategic planning objectives and consults with Faculty research leaders (e.g. Associate Deans Research, Research Directors) to ensure coordination with Faculty priorities.
7. Creates and maintains electronic and paper files on all applications/nominations and awards for audit/accountability purposes and ensures confidentiality of these data by releasing to authorized individuals only.
8. Supports the development of inter-institutional research agreements, consulting Innovation York and the Office of the Counsel as needed, which includes coordinating execution of award agreements; developing and transmitting notices of awards; and ensuring accurate data recording.
9. Liaises with other research service providers, including primarily, but not limited to, Research Accounting, Campus Services and Business Operations (CSBO), Procurement, University Information Technology (UIT), Insurance and Risk Management, Innovation York and Knowledge Mobilization as required, to ensure timely engagement and partnership development.
10. Secures internal and external reviewers and letter writers, provides materials and receives responses, and distributes to applicants, funders, review committees and others as required.
11. Enters data for each file where incumbent has primary responsibility into research data information system, updating status of file throughout the process from application to award. This includes external systems (i.e. Canada Foundation for Innovation and Canada Research Chairs) where direct entry of data needs to be completed by institutional-level staff.

**B. Ensures on-time completion of funder and institutional reporting requirements**

**Percentage of time: 10%**

- A. Develops internal deadlines for reporting and follows up to ensure principal investigator compliance with reporting requirements.
- B. Reviews reports prior to submission and ensures all reports are submitted in a timely fashion to mitigate any associated financial risks (e.g. CFI holdback of funding). Escalates any issues to the Director.
- C. Confirms and completes all institutional information with relevant offices required for submission.
- D. Provides summary information to Director, Strategic and Institutional Research Initiatives and Associate Vice-Presidents Research & Innovation prior to institutional submission.
- E. Prepares competition specific information for institutional reporting; drafts institutional reporting as required for submission to Director, Strategic and Institutional Research Initiatives and Associate Vice-Presidents Research & Innovation.

**C. Coordinates post-award services for successful applications**

**Percentage of time: 10%**

- A. Provides information for communications, including content for the Strategic and Institutional Research Initiatives website.
- B. Provides orientation and handoff to post award services (e.g. Research Accounting, Procurement Services).
- C. Collaborates with other pan-university post-award service providers (e.g. Research Accounting and Procurement Services) to maintain a proactive approach to post-award project management in the review and analysis of budgets to ensure all details meet funder and University policies, and expenditure eligibility requirements.
- D. Ensures end date extension requests and other project amendments are secured in a timely fashion.
- E. Prepares budget amendments, obtains funding approvals and negotiates award agreement amendments with funding agencies.

**D. Develops and delivers capacity building and outreach programs for faculty and research staff**

**Percentage of time: 5%**

- A. Provides expert advice and specialized knowledge to research administrators in Faculties (Associate Deans, ORU Directors, Research Directors, Research Officers, ORU Coordinators) to build local capacity and ensure continual improvement of high quality applications/nominations put forward by the institution.
- B. Develops and delivers information sessions for faculty, research staff, and partner organizations.
- C. Coordinates visits and video conference presentations by funding agency representatives.
- D. Contributes to post award capacity building information sessions liaising with Procurement Services, Research Accounting, CSBO, York International, KMb Unit, York International and other internal service providers as required.

**E. Develops positive working relations**

**Percentage of time: 5%**

- A. Promotes a client-focused service delivery model for all project support activities.
- B. Updates internal service providers on upcoming project plans to ensure timelines in ORS are met and that appropriate resources are available when required for major funding applications.
- C. Develops an understanding of other Divisional University research service organizations and approval matrices to ensure timely workflow on applications/nominations.
- D. Liaises with external funding partners and develops a network of resources to increase communication and assist with information flow and ensure the York community is provided with up to date information.

## **F. Research on Funding Programs & Chair/Award Opportunities**

**Percentage of time: 5%**

- A. Works with internal units and external organizations to seek out major research funding opportunities for large scale/institutional/strategic research projects and research programs, research chairs and awards/prizes.
- B. Advises, consults and counsels faculty members on the most appropriate funding programs to apply for with regards to research interests and agendas.
- C. Conducts research on national and international research funding, research chair and award programs to identify new opportunities beyond the well-established funding programs.
- D. Works with the Division of Advancement to coordinate approaches to donors and philanthropic agencies.
- E. Keeps current on new research projects and programs by continuously developing a thorough comprehension of the guidelines of various funding programs in order to efficiently respond to queries and provide advice to applicants and the office of the VPRI.

## **G. Supports the Director, Strategic and Institutional Research Initiatives**

**Percentage of time: 5%**

- A. Assists in developing materials for SPORT (Strategic Projects and Opportunities Review Team) and MAAC (Multidisciplinary Awards Advisory Committee).
- B. Provides support in data reporting by assisting with data analysis of grant applications/nominations and results; and writing reports as required by VPRI with regard to strategic and institutional opportunities.
- C. Acts as a resource of internal and external knowledge about large-scale research grant funding programs, research chair, awards and other funding opportunities.
- D. Provides information and drafts reports, including reviewer comments received from external and internal review processes on unsuccessful applications.
- E. Collaborates with other SIRI team members to ensure tasks of the SIRI Unit are completed in a timely manner.

**Internal Contacts:** VPRI and AVP Research, Sr VPRI Divisional Staff, Secretariat, University Counsel's Office, Innovation York, KMb, York International, FGS, Research Officers, Research Directors, Associate Deans' Research, ORU Directors, ORU Coordinators, Procurement, Risk Management, Research Accounting, CSBO, UIT.

**Reason for Contact:** Provide and obtain information and secure approvals on a variety of research-related issues; coordinating initiatives and activities; draft agreements; partnership development; advice on funding agency guidelines and large scale grant opportunities; secure quotes, exchange information.

**External Contacts:** External research partners (public, private sector, and NGO and iNGO), government research agencies and public organizations at federal and provincial levels, other domestic and international universities and institutions, other funding agencies.

**Reason for Contact:** To exchange information; review and confirm contributions; liaise to obtain and provide information, coordination and development of competitive applications and for administering specific projects. Represent York at a variety of events.

**H. OTHER DUTIES AS ASSIGNED**

Percentage of time: 5%

**III. COMMUNICATIONS:**

Level	<i>Languages (if applicable)</i>			
	English	1	2	3
Basic reading skills (e.g., scanning text, reading forms, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic writing skills (e.g., writing brief notes, completing forms, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic speaking skills (e.g., asking & answering simple or repetitive questions, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehends written material (e.g., extracting information/details, reading reports/correspondence, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writes non-complex documents (e.g., composing factual information/short routine correspondence, taking minutes, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustains conversation on specific topics (e.g., explains standard policies/procedures/services, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehends complex texts (e.g., reading & interpreting policy papers/research papers/technical reports, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Composes documents (e.g., drafting reports/recommendations/research papers/summaries, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustains in-depth conversation (e.g., interpreting & expressing complicated ideas, making presentations, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### IV. PHYSICAL & SENSORY DEMANDS/ENVIRONMENTAL CONDITIONS:

<input checked="" type="checkbox"/>	VDT Use	50%	<input checked="" type="checkbox"/>	Bending	10%
<input checked="" type="checkbox"/>	Prolonged visual attention	40%	<input checked="" type="checkbox"/>	Walking/mobility	10%
<input checked="" type="checkbox"/>	Prolonged audio attention	10%			
<input checked="" type="checkbox"/>	Hand/finger dexterity	50%			
<input checked="" type="checkbox"/>	Prolonged sitting	50%			
<input checked="" type="checkbox"/>	Prolonged standing	5%			
<input checked="" type="checkbox"/>	Lifting and/or carrying (approx. weight 10kg)	5%			

#### V. RESPONSIBILITY FOR OTHERS:

Does this job have responsibility for others Yes

Check the applicable responsibilities and indicate the corresponding number of individuals. "Full time/Part time" (f/t-p-t) includes continuing, temporary or sessional positions. "Casuals" includes individuals/students working on specific occasions (less than 24 hours a week or less than 3 months). Specify the total numbers supervised in a year.

	<u>F/T - P/T</u>	<u>Casuals</u>
<input checked="" type="checkbox"/> Gives direction or instructions	#	1
<input checked="" type="checkbox"/> Arranges work schedules, coordinates workflow & reviews completed work	#	1

#### VI. QUALIFICATIONS:

Define the minimum knowledge, skill and ability requirements necessary to perform the job.

##### Minimum level of formal education required:

Minimum undergraduate degree is required with graduate degree preferred or four years recent experience (defined as within the last five years) working at York University and performing the same or similar tasks. This educational requirement is in addition to the minimum experiential requirement listed below.

##### Minimum number of years and type of relevant work experience required:

Progressive experience in research administration to adequately support faculty in the development of large-scale/strategic/award opportunities. Minimum 7 years of progressive experience in terms of the size and scope of research grants/awards that are supported.

**Skill required:**

**Demonstrated skills/ability in the following areas:**

The incumbent needs to be able to develop, understand and advise on the development of complex research budgets which typically comes with several years of experience working in the research administration field. They must also have a strong understanding of the internal university environment to ensure that internal processes are appropriately developed and managed given the constraints of overall university processes.

Must have exceptional relationship building skills as they need to work extensively with senior leadership within the university (for example, Deans, Associate Deans Research, ORU Directors, Associate Vice-Presidents, etc.) to secure the appropriate supports needed to carry out successful projects. Liaises with external funding agencies and maintain significant relationships with these agencies to better understand their directions and priorities to advise faculty and the senior research administration on how best to position applications/nominations.

Provides strategic advice to faculty on how best to develop and position their applications/nominations for favourable reviews with funders. A key part of this role is to understand the research funding landscape at the provincial, national and international level to best support faculty members in determining where their research projects would have the best chance of being most competitive. This advisory capacity only comes with several years' experience in progressively developing roles in research administration.

The Specialist also provides advice to the Vice-President on institutional procedures that are necessary to ensure that applications/nominations are adequately resourced, and risks are mitigated through institutionally led policies and procedures.

Please note: This position requires the candidate to produce a verification of degree(s), credentials(s), or equivalencies from accredited institutions and/or international equivalents at the time of interview.

**VII. JOB SPECIFICATIONS:**

Hours of work: 8:30 AM - 4:30 PM

Is overtime available to this position?      Occasional