

## Grant Development Instructor

Contract Start Date:	April 15, 2021
Contract End Date:	September 15, 2021 to November 1, 2021 (dependent on agency deadline)
Contract Value:	\$105 to \$125 per hour; commensurate on experience
Number of hours in contract:	Between 110 to 176 hours over the contract (including meeting and preparation time)

The Research Commons at York University invites applications from qualified individuals to be Grant Development Instructors, to teach tenure-track and tenured faculty members the art of grant writing. The proposed contract commence date is April 15, 2021.

We are seeking individuals who are highly skilled research grant writers with a successful track record of Tri-Council grant development, specifically in one of the Tri-Agency's basic operating grant competitions: SSHRC Insight, NSERC Discovery and CIHR Project. Grant Development Instructors are expected to work one-on-one with 5 to 8 faculty members between May and the Fall grant deadlines to write a polished grant application from concept to completion. The complete draft must be ready 6 weeks prior to the Tri-Agency deadlines, so they can be sent for external peer review prior to the official submission (approximate Tri-Agency deadlines: CIHR = September 15; SSHRC = October 15; NSERC = November 1).

The Grant Development Instructor is responsible for providing high quality, structured pedagogy on conceptualization of research objectives per agencies' guidelines, proposal organization, and compelling argumentation to their group of researchers. Over the course of the one-on-one meetings held over May to November 2021 (Tri-agency deadline dependent), the Grant Development Instructor must take on a teaching role to guide faculty researchers the grant development process via a set of customized milestones to produce a polished grant application draft suitable for external peer review prior to Federal competition submission. The instructor is expected to report weekly to the Academic Director, Research Commons on the progress of their researchers.

The successful candidate shall meet the following minimum education, experience and skills requirements:

- A PhD or relevant experience commensurate with a PhD
- Proven successful experience in writing and compiling Tri-Council grants, in particular SSHRC Insight, NSERC Discovery, CIHR Project grants
- Excellent knowledge of research processes in an academic environment
- Excellent oral communication, written and editorial skills
- Excellent project management and organizational abilities
- Ability to teach how to write but not write for the faculty member
- Bilingualism is an asset

Applicants should send their applications to Emma Yuen, Research Commons Operations Manager at [emmay@yorku.ca](mailto:emmay@yorku.ca) by end of day February 22, 2021. A complete application should include (1) a cover letter clearly indicating your experiences with Tri-council grants, (2) a CV highlighting the successful grants for which you were the primary grant writer, and (3) the names and contact information of three people who have agreed to provide a reference.