Research Commons Call for Grant Development Instructor Applications

Contract Start Date: March 25, 2022, to May 16, 2022 (dependent on agency deadline)
Contract End Date: September 15, 2022, to November 15, 2022 (dependent on agency deadline)
Contract Value: $105-$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.
We are seeking individuals who are highly skilled research grant writers with a successful grant development record of accomplishment, specifically in one of the Tri-Agency's basic operating grant competitions: SSHRC Insight, NSERC Discovery and CIHR Project; or with SSHRC Partnership Development Grant or NFRF Exploration Grant competitions.

The proposed contract commence date is between March 25, 2022, to May 16, 2022 (dependent on agency deadline, start dates are listed below).

- SSHRC Insight Grant – March 25, 2022
- CIHR Project Grant – March 30, 2022
- SSHRC Partnership Development Grant – April 11, 2022
- NFRF Exploration Grant – April 29, 2022
- NSERC Discovery Grant – May 16, 2022

Grant Development Instructors will be hired as independent contractors and are expected to work one-on-one with 5 to 8 faculty members starting in March, April or May, and ending on the Fall grant deadlines, to write a polished grant application ready for an external peer review. 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 deadlines: CIHR Project Grant = September 15, 2022; SSHRC Insight Grant = October 3, 2022; NFRF Exploration Grant = October 19, 2022; NSERC Discovery Grant = November 1, 2022; SSHRC Partnership Development Grant = November 15, 2022).

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 March to November 2022 (dependent on funding agency deadline, please see dates above), the Grant Development Instructor must take on a teaching role to guide faculty researchers through 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.

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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 grants, in particular SSHRC Insight, NSERC
- Discovery, CIHR Project, SSHRC Partnership Development, and NFRF Exploration grants
- Excellent knowledge of research processes in an academic environment
- Excellent oral communication, written and editorial skills
- Ability to teach how to write but not write for the faculty member
  Bilingualism is an asset

Applicants should send their applications to Andrew Castillo, Research Commons Operations Manager at **drewcast@yorku.ca** by end of day March 14, 2022. 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.