Job Title: Senior Manager, Sponsored Research
Reporting To: Chief Operating Officer
Projected Start Date: July 1, 2021

Who We Are

In cities across the country, people face high rates of gun violence, under-resourced schools, and social harms associated with the criminal justice system -- all of which disproportionately impact people of color. These inequalities have profound consequences on public safety and opportunity. As a society we have failed to address these challenges, in part, because of our lack of understanding of the most effective and cost-effective solutions that can have a real impact on people’s lives. We believe that rigorous research can help.

The University of Chicago Crime Lab and Education Lab partner with cities and communities to use data and rigorous research to design, test, and scale programs and policies that enhance public safety, improve educational outcomes, and advance justice. Our mission is to combine world-class data science and research, in partnership with government agencies, to substantially improve the effectiveness of the public sector and achieve impact at scale.

To learn more about the Crime Lab and Education Lab, visit https://urbanlabs.uchicago.edu/labs/crime.

The Role

The Senior Manager, Sponsored Research supports the research enterprise at the Crime Lab and Education Lab by providing leadership and stewardship for grants and sponsored research support. This person works with a diverse team of Principal Investigators, Research Directors, staff and partners involved in the review, approval, negotiation and administration of research proposals, grants, contracts, and will also be responsible for developing and implementing efficient and effective processes related to pre- and post-award grant administration. This position reports to the Chief Operating Officer and works closely with the Sr. Manager, Budget & Finance and the Sponsored Research & Finance Associate.

Duties and Responsibilities

Pre-award and grant acquisition

- Conducts pre-award activities, including the preparation of all administrative aspects of grant and contract applications in accordance with Institutional and Agency Guidelines. Advises PIs and research staff, and leads the development of all aspects of the format, preparation, and submission of grant applications to federal, industry, and foundation
sponsors. Serves as the project manager to gather all required pieces for a successful grant submission, working directly with the PIs, Research Directors and other research staff.

- Maintains a database of funding resources—both government and foundation—who support criminal justice and policing work, their interest areas, contact information, current grant opportunities with descriptions and timelines, past awards (if applicable), etc.
- Supervises proposals submitted by the Grants and Finance Associate and provides mentorship on pre-award grants management.
- In coordination with the fundraising committee, coordinates prospecting across research team and with fundraising team. This would include meeting with research teams to understand what funding opportunities they are considering applying to, documenting and keeping records of these prospects in Salesforce, and creating reports to discuss with fundraising committee.

**Post-award grant management and compliance**

- Leads post award activities including account creation, regulatory and compliance monitoring, grant projections, cost allocation methodology, cost center charges, cost transfers, grant closing process and account closing. Prepares detailed expense budgets based on awarded funds from the agency. Allocates, authorizes, monitors, and controls expenses. Maintains accounts including oversight, reconciliation, error correction, invoicing and account receivable balances. Understands regulations and guidelines related to various awarding agencies. Prepares summaries of grants and effort allocations for PIs and research teams and prepares rebudgets and no cost extension requests. Ensures all required post award documents and reports are filed on a timely basis.
- In coordination with the Sr. Budget & Finance Manager, develops, implements, and maintains internal financial control systems to ensure compliance with relevant sponsored research policies and with all IRS, legal, and regulatory requirements.
- Analyzes industry trends and stays current with agency and regulatory changes. Monitors department compliance and relevant University and department policies and procedures and recommends corrective action and process improvements as needed. Develops and conducts pre- and post-award administration trainings for staff as needed.

**General grant administration and reporting**

- Serves as liaison between the Crime Lab and the Education Lab, UChicago’s Office of Research Administration, external agencies, and other research organizations.
• Provides service and communications to PIs and research team members to ensure the efficient and effective management of grant funding. Advises researchers about the management of sponsored research funding and any new grant policies and changes.
• Develops and maintains effective reporting systems to monitor and report on external funding of research conducted at the Crime Lab and Education Lab. Ensures accuracy of proposal and award data in Salesforces and AURA for purposes of developing reports. Prepares and delivers reports on funding priorities, trends, history, and anticipated funding for presentations to the research teams and leadership as needed.
• In conjunction with the COO, develops and implements policies and procedures sponsored research and compliance activities.
• Performs other duties as assigned.

Education

• College or university degree in related field required
• Licensure: Certified Research Administrator (CRA) certification (preferred)

Experience

• Knowledge and skills developed through 5-7 years of work experience in a related field of sponsored research and compliance administration
• Experience submitting grant proposals to a variety of sponsors including federal agencies, private foundations, and state/local governments
• Experience with budget planning and forecasting, ledgers, invoices, and fiscal reporting, required
• Experience working in a higher education or non-profit environment, preferred
• Experience with financial and accounting systems such as Workday or Oracle/Peoplesoft
• Experience managing post-award activities, especially projects that are funded by multiple sponsors

Competencies

• Must be able to deal effectively with a diverse workforce in a complex research environment
• Must have exceptional analytical skills with high attention on technical and non-technical details
• Must have exceptional oral and written communication skills and be comfortable with a consultative approach to interacting with employees
• Must have exceptional organization skills, with previous project management experience
• Must be a resourceful problem-solver and critical thinker, be proactive in leveraging opportunities and anticipating and averting problems
• Must handle all employment information and issues with absolute discretion - confidentiality is essential
• Must be proficient with Microsoft Word and Excel, advanced Excel skills preferred

To Apply

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages a diversity of perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

The University of Chicago is an Affirmative Action / Equal Opportunity / Disabled / Veterans Employer.

Please submit a resume, cover letter, and reference contact information to UChicago’s Workday system. Within the Workday system, this listing can be found by the position title or by the requisition number, JR11104.

If you have an active UChicago Workday account, you will need to complete the Internal Candidate application process. Simply log in to Workday and select the career worklet to begin.

External candidates should apply at https://uchicago.wd5.myworkdayjobs.com/External.

If you have questions about the Workday system, please contact our Shared Services department at https://services.uchicago.edu

Job seekers in need of a reasonable accommodation to complete the application process may contact the Shared Services Office by calling 773-702-5800 or by emailing sharedservices@uchicago.edu with their request.