

NOTES

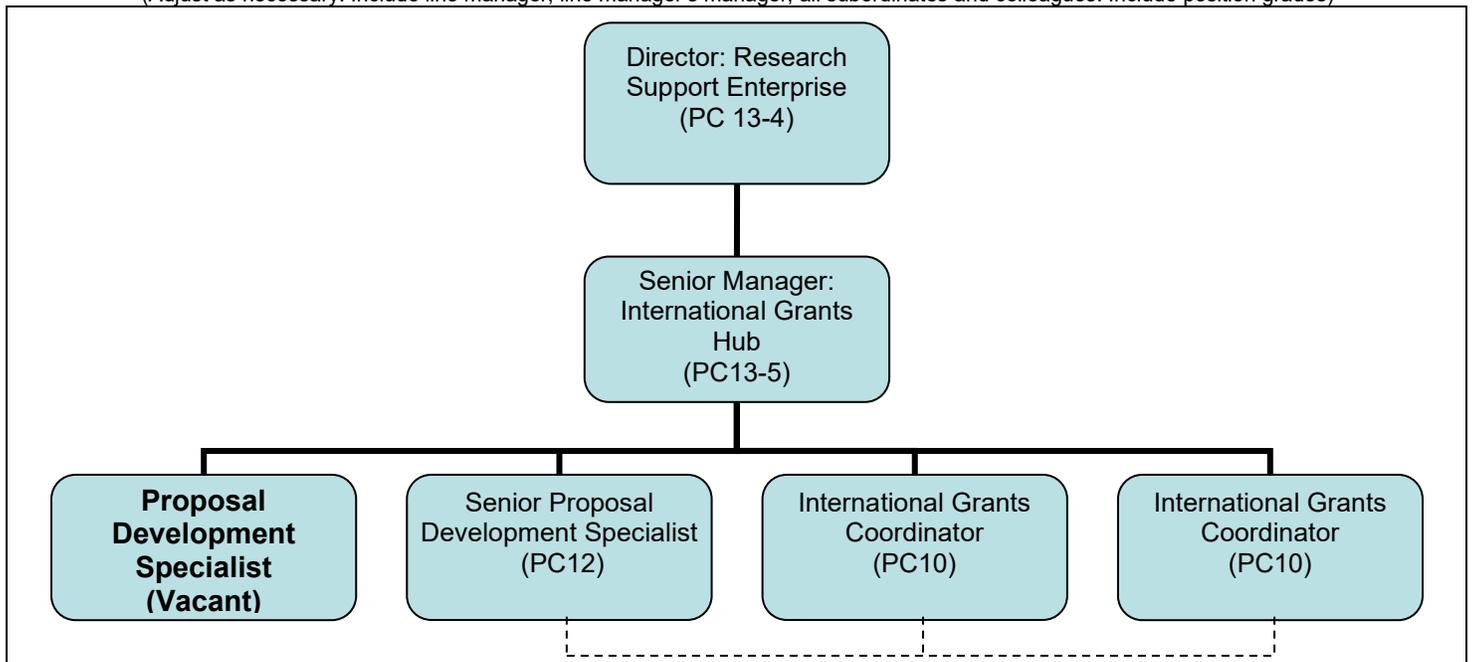
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Proposal Development Specialist		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC 11	Date last graded (if known)	
Academic faculty / PASS department	Research Office		
Academic department / PASS unit			
Division / section	International Grants Hub		
Date of compilation	6 July 2021		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to support UCT's academic researchers in identifying, developing and coordinating research funding proposals for submission to mainly international grant funders. Responsibilities include providing strategic advice on executive-driven projects and competitive funding calls, as well as assisting with reviewing and writing non-specialist components of proposals. Strategic advice on funder mandates, policies, priorities and compliance will form an integral part of the role.

Since support will be for mainly international grant proposals, some of which require collaboration with research teams and submission to funding agencies in different time zones, the position will entail flexible working conditions.

CONTENT

RC&I: Research Contracts and Innovation; CRF: Central Research Finance; FHS: Faculty of Health Sciences; NIH: National Institutes of Health; Je-S: Joint electronic Submission; POPIA: Protection Of Personal Information Act

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Development and submission of research grant proposals	35%	<ul style="list-style-type: none"> • Collecting and fact-checking funding opportunities to distribute to UCT's researchers • Liaising with funding agencies to clarify requirements • Facilitating the successful submission of grant proposals via various submission portals (e.g., NIH ASSIST, Je-S, CC Grant Tracker) • Providing pre-submission administrative review of proposals to verify compliance with funder requirements • Together with Senior Proposal Development Specialists and International Grants Coordinators, facilitating proposal activities, data entry, quality control and ensuring that all administrative tasks are completed prior to proposal submission • Liaising with RC&I, CRF, FHS Research Office and Faculty Finance Offices to define submission processes and help ensure timely and complete submission of proposals in compliance with funder guidelines and UCT's internal approval processes • Providing advice to researchers on proposal budget planning in liaison with Faculty Finance Offices 	<ul style="list-style-type: none"> • Grant proposals completed and submitted to mainly international funding agencies • Increased funding submissions • Financial sustainability of UCT bolstered

2	Management of strategic projects and submissions	20%	<ul style="list-style-type: none"> • Acting as a key resource to pre-identified research groupings, developing grant proposals and providing guidance and information to facilitate funding submissions according to UCT's strategic framework • Monitoring national and international funding opportunities, including government, foundations and industry, targeted to strategic research grouping activities • Developing proposal development plans for large multidisciplinary, multi-collaborative grant applications, including developing timelines, checklists, and coordinating inputs from multiple collaborators and co-investigators • Managing major funding calls with multiple UCT applicants, including assisting with enquiries, supporting documentation, and pre-submission review of proposals • Identifying and promoting research prizes and award opportunities, identifying suitable candidates and assisting them with their submissions including reviewing and editing components • Supporting funding opportunities identified by the Executive as part of UCT's strategic vision, for example, applications for research chairs 	<ul style="list-style-type: none"> • Support for research groupings bolstered • Access to funding opportunities diversified • Successful submission of strategic multi-collaborative proposals • Applications to major funding calls advertised, supported and submitted with all checks complete • Nominations for research prizes and awards submitted
3	Management of research risk assessment	20%	<ul style="list-style-type: none"> • Together with International Grants Coordinators and Senior Proposal Development Specialists, assisting UCT researchers with the electronic Research Administration (eRA) internal review process, answering relevant queries • Ensuring internal proposal approval via eRA is complete before submitting the proposal to the funder • Answering eRA pre-awards business process queries and making business process decisions in conjunction with the Senior Manager: International Grants Hub • Supporting research risk assessment at the pre-award and award stage, including funder compliance, due diligence, research ethics, data management, compliance with policies (e.g. POPIA) • Assisting with creating data management plans for specific funder requirements and with informing researchers on data management requirements 	<ul style="list-style-type: none"> • More streamlined and standardised internal review of mainly international grant proposals across all UCT faculties • Decreased legal resource and financial risk to UCT • Better informed researchers on compliance aspects of proposals

4	Strategic information gathering and reporting	10%	<ul style="list-style-type: none"> • Generating funding reports, e.g., funding success rates of faculties and departments, breakdown of funders and amounts awarded, success rates of certain funders, data for benchmarking • Providing updates to organisational leadership on grant administration, projections, successes, and areas for improvement with recommendations for change 	<ul style="list-style-type: none"> • Accurate reporting on funding success rates • Greater awareness of funding opportunities and gaps, thereby contributing to strategic funding plans • More strategic diversification and targeting of funders
5	Writing and editing	15%	<ul style="list-style-type: none"> • Supporting the development of non-specialist components of proposals, including writing institutional and other administrative information, budget justifications, letters of support, biosketches/CVs, and additional documentation • Developing and writing standard operating procedures (SOPs) for International Grants activities • Drafting administrative documents such as summaries of funding calls, institutional letters of support, funder compliance guidelines, post-award reporting requirements of specific funders, and proposal development guides and templates for certain strategic funders • Preparing content for research proposal-related workshops 	<ul style="list-style-type: none"> • Better-quality submissions resulting in increased funding success rates • Up-to-date records kept and easily accessible • SOPs written and distributed • More streamlined funding application processes with already-drafted content and templates more readily accessible

MINIMUM REQUIREMENTS

Minimum qualifications	A master's degree or equivalent in any discipline			
Minimum experience (type and years)	<p>At least three-years' relevant work experience in the following areas:</p> <ul style="list-style-type: none"> • Experience working for a higher education institution, research council, research funder or other relevant research organisation or entity • Writing, editing and proofreading experience • Experience in applying for research funding, either in an administrative support role or in an academic capacity • Project managing the development and submission of major research grant proposals to mainly international agencies. <p>Advantages</p> <ul style="list-style-type: none"> • Experience in applying to, or administering proposals for, one or more of the following international funding bodies: UK Research & Innovation (UKRI), National Institutes of Health (NIH), European Commission (EC) • Writing, editing and proofreading experience in an academic setting • Academic research experience. • PhD qualification. • Experience in research management systems. 			
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent editing and proofreading skills • Proficient computer skills, particularly word-processing software, spreadsheets and databases, and web-based platforms • Requisite technical skills to conduct large grant submissions on different online systems • High levels of initiative and judgement are required, while working within a complex organisational environment • Excellent time management skills with the ability to handle tight deadlines and perform under pressure • Excellent project management skills • Excellent inter-personal skills • Financial acumen (specifically around developing research proposal budgets) 			
Knowledge	<ul style="list-style-type: none"> • Working knowledge of the higher education sector or research councils (either as an academic or administrator) • Working knowledge of the international research funding landscape 			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> • Analytical thinking • Flexibility and strong fortitude • Emotional intelligence 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Decision-making/ Judgement	2
	Client / Student Service and Support	2	Planning and organising / work management	2
	Communication	2	Research support skills	2
	Teamwork/Collaboration	2	Stress tolerance	2
	Building interpersonal relationships	2	University awareness	2
	Written communication	2	Resource management	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Research Support Services and Project Management
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Amount and kind of supervision received	Limited supervision, should work independently although as part of a team
Amount and kind of supervision exercised	The incumbent will be expected to provide guidance to other team members (e.g. International Grants Coordinators) and to provide guidance and direction to UCT researchers and administrative staff
Decisions which can be made	Decisions relating to own job and based on strategic guidance from line manager and executive.
Decisions which must be referred	Decisions requiring the authority of the line manager

CONTACTS AND RELATIONSHIPS

Internal to UCT	University executive; academics; PASS departments; relevant research committees
External to UCT	Funders; government departments; partner higher education institutions; industry; NGOs