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Careers in Research Administration

- **Research Development**
 - Match making funding opportunities to faculty
 - Managing limited submission process
 - Providing proposal management services for large and/or strategic proposals
 - Writing/editing services
- **Pre-Award (Central or Department)**
 - Understanding institutional policies and process as well as multiple sponsor policies and work with faculty to ensure proposal is compliant with both
 - Budget development/planning and other administrative components of application

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Careers in Research Administration

- **Award negotiations (including Clinical Trials, MTAs, NDAs, DUAs, etc.)**
 - Negotiate terms of the award with sponsor to mitigate risk exposure of the institution
- **Post-award (Central or Department)**
 - Understanding institutional policies and process as well as multiple sponsor policies and work with faculty to ensure project is compliant with both
 - Financial management and reporting to faculty and sponsor
 - Administrative management of project (re-budget requests, no cost extensions, etc.)
 - Management of receivables (invoicing, federal letter of credit, application of cash)
- **Subaward Manager (spans pre- and post-award)**
 - Ensure subrecipient is eligible to receive and performs the significant scope of work that has been awarded to them as part of the prime award.

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Careers in Research Administration

- Compliance Coordinator**
 - IRB, IACUC, COI, Export Controls, monitoring activities
- Technology Transfer**
 - Manage identification, filing and protection of institutional developed intellectual property
- System Administrator**
 - Electronic system management for administration of sponsored projects
- Project Manager/Clinical Trial Coordinator**
 - Working directly on a sponsored project/managing a clinical trial
- Other**

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Careers in Research Administration

Transferrable skills across career paths:

- Critical thinking, analytical and problem solving
- Ability to work with challenging people and guide them toward solution(s)
- Ability to work under tight deadlines with conflicting priorities, often without all of the information needed
- Ability to shift gears quickly
- Willingness to find the 'best' solution
- Willingness to engage in 'stretch' projects/experiences
- Understand your place in the research enterprise
- Understand the importance of your professional reputation

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Careers in Research Administration

Understand your own motivation and drive:

- Fame and fortune?
- Stability and security?
- Challenge and variety?

Understand your strengths and challenge areas

- Play to your strengths
- Manage your challenges

Importance of professional reputation

- Be accountable – own your wins and losses
- Be helpful
- Be part of the solution
- Always take the high road
- Be fair
- Be inclusive

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Strategies:

- Share your goals with your supervisor
- Own your own professional development
- See the bigger picture
- Present problems and include possible solutions
- Volunteer – internally and with professional organizations
- Serve on committees
- Network
- Find a mentor
- Be a mentor

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Careers in Research Administration



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