

## **Campus Director of Sponsored Research\***

### **Function of Job:**

Under administrative review of designated official and in consultation with the UNH Office of Sponsored Research, provide direction and oversight for the campus administration of sponsored research, including support for proposal development, budget preparation, funding identification, policies and procedures development, initiation of developmental efforts, and evaluation of programs and processes.

### **Characteristic Duties and Responsibilities:**

1. Provide leadership and support to faculty, students and staff in development efforts for research projects and in preparation and submission of applications for sponsored funding.
2. Develop, review and implement campus policies and business practices related to sponsored programs administration and ensure appropriate application of USNH policies and procedures.
3. Coordinate sponsored research applications and administrative activities with the UNH Office of Sponsored Research and campus offices, such as Business Affairs, Deans, Academic Affairs, Student Affairs, and various administrative offices.
4. Serve as consultant to faculty and staff on matters relating to sponsored program administration and provide training as needed.
5. Develop and implement methods to evaluate programs and processes for continued improvement in grant application, administration and research protocol processes.
6. In cooperation with the Business Office and Principal Investigators, consult on program budget and staffing needs.
7. Monitor and interpret for campus use all relevant federal/state regulations and college policies pertaining to sponsored programs.
8. Implement and administer programs to ensure compliance with federal/state regulations and local laws regarding the responsible conduct of research and scholarly activities, in consultation with UNH Manager of Regulatory Compliance.
9. Develop and monitor office budget.
10. Hire, train, supervise staff as assigned.
11. Develop and maintain records and reports related to campus sponsored research activities and funding.
12. Provide related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in appropriate field and seven years of experience in sponsored program management, including three years experience in higher education; or Master's degree and five years, or Doctorate and three years experience.
2. Thorough knowledge of federal/state regulations related to sponsored programs.
3. Excellent interpersonal skills.
4. Course work and/or experience in financial administration.

**Additional Desirable Qualifications:**

1. Academic or administrative experience in higher education.

1/23/2009  
System Approval

1/23/2009  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\*Revised – original effective 4//15/02 as Campus Manager of Sponsored Programs.