



## Seeking Candidates

### Senior Pre-Award Sponsored Projects Officer

Eastern Michigan University (EMU), located in Ypsilanti, Michigan, is seeking experienced candidates to join its sponsored projects team in the Office of Research Development and Administration (ORDA).

Experience is desired in supporting the natural/physical sciences, community engagement programs, and working with sponsors that typically fund projects in these areas. Primary sponsors include National Institutes of Health, National Science Foundation, as well as the U.S. Department of Education. Successful candidates will exhibit knowledge and skills in all aspects of the sponsored projects process and demonstrate an ability to develop strong relationships and trust with assigned faculty, university administrators, and business staff. This position requires a minimum of five years' directly related experience.

The Senior Pre-Award Sponsored Projects Officer provides guidance necessary to secure external funding for sponsored activities, including:

- identification of potential sponsors and funding programs and grants
- preparation and submission of funding applications, with particular emphasis on developing compliant budgets; determination of sub-awardee/contractor status, conducting pre-proposal risk assessment and
- negotiation of awards and subrecipient agreements on behalf of the University.

Technical guidance provided to junior sponsored research personnel.

EMU has seen growth in its sponsored activity in the past five years and is ranked nationally in the top 6% of all IHEs for its research activity and doctoral programming, receiving R2 Carnegie Classification in 2018. ORDA is a full-service, one-stop-shop, with professional research administrators providing support from project conception to application preparation and submission, to spending and closeout. ORDA also plays a key function for the University as it manages the proposal approval process, contract and award negotiations, and the tracking of proposal and award information for the institution. Together with our faculty and staff, the ORDA team has made a significant difference in sponsored activity at EMU.

Please visit [Eastern Michigan University's job application site](#) if you want more information about the position or wish to apply.