

**JOB DESCRIPTION**

**Research Costing Administrator**

**Vacancy Ref:** 1560-23

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| **Job Title:**  | **Present Grade:** 6S |
| **Department/College:** Research Services |
| **Directly responsible to:** Research Costing Manager |
| **Supervisory responsibility for:** None |
| **Other contacts** |
| **Internal:** RSO and colleagues in the directorate, professional services, academic staff, Vice Chancellor's office particularly the Pro-Vice Chancellor for Research, and departmental and faculty officers |
| **External:**  Research sponsors, UKRO, ARMA, other HE institutions |
| The purpose of the post is to provide administrative support in relation to the preparation and submission of research funding applications and tenders to all forms of research funding including: UK research councils, EU and international research initiatives, charities, government, learned societies and other grant awarding bodies. The Research Costing Administrator advises academic colleagues on funding sources, eligibility and selection criteria and supports the ongoing management of research proposals and information.**Main Duties*** Assist in the preparation and submission of research applications to a range of funders including:
	+ Triage costing requests to ensure prioritisation of workload within the team
	+ Use ACP software to prepare accurate costings, log details of applications; monitoring completeness of award information, supplementing information where appropriate and provide pricing information and general advice to applicants
	+ Submit standard applications in accordance with the funding body’s regulations and guidelines including electronic document submission systems (e.g. Je-S, e-GAP, EU Participant portal).
	+ Track approval of research proposals, to ensure a smooth transition through the internal approvals process in liaison with Research Development Officers
* Ensure the smooth transition of successful applications to awarded projects including:
	+ Process applications and awards and ensure these are recorded correctly on the university’s systems and to deal with the administration of grant transfers, extensions and amendments to existing contracts
	+ Check terms and conditions of contracts and awards as they come in, noting any special clauses, deadline dates etc., referring to Research Development Officers and the Contract team as necessary
	+ Track internal acceptance of grants and ensure contracts and acceptance paperwork are returned to funder within deadlines. Liaise with the ethics officers and team members to prepare files for handover to post award team ensuring all the necessary paperwork and approvals are complete
	+ Produce award notifications for circulation to departments and senior managers in the Division and Professional Services.
* Maintain a repository of successful funding applications
* Produce good practice guides and standard institutional text to aid applicants and to assist in the organisation, promotion and delivery of research-related seminars and training events in order to raise awareness and competences and to ensure best practice
* Provide support to Faculty-based Research Executives and research committees, including support for REF and peer review processes
* Produce management information as required, using available systems, on a periodic/ad hoc basis.
* Forge and maintain excellent working relationships across the university with all stakeholders including academic staff, professional support staff and students.
* Keep informed about the changing landscape of research funding through working with colleagues, attendance at external events such as conferences and workshops as required
* Other duties as appropriate to the grade of the post.
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