



DIRECTOR OF RESEARCH DEVELOPMENT - 53390-1A

Updated: May 17, 2023

Location: Irvine-Campus

Job Type:

Department: Engr DO Research Development

Job Opening ID: 53390

Reports To: Associate Dean for Research and Innovation of the Henry Samueli School of Engineering

Working Title: Director of Research Development

Department: Engr DO Research Development

Bargaining Unit: 99

FLSA: Exempt

Payroll Job Code: 000387

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5

Employee Class: Career

Position Summary:

Founded in 1965, the Samueli School of Engineering educates more than 4,600 students (3,728 undergraduates and 961 graduates) with an integrative approach that blends fundamentals, research and hands-on experience. The School's aim is to unleash innovation, create opportunities and inspire ingenuity. The School's faculty members are leaders in their disciplines who have achieved worldwide recognition for their research and dedicated teaching. The School includes six academic departments. Under the leadership of the Dean, the School pursues research that is timely, socially responsible and cutting edge, and works in partnership with industry, state, and federal agencies to promote the transfer of research to applications that benefit society.

Under the direction of the Associate Dean for Research and Innovation of the Henry Samueli School of Engineering, the Director of Research Development is responsible for proactively facilitating the advancement of the research enterprise in the School of Engineering. Keeping with the school's strategic plan, provides leadership, direction and

develops a culture of proactive support to generate major research proposals or training grants, the incorporation and launch of new faculty into the research enterprise, and the identification and communication of research opportunities. A critical goal in that effort is to enlarge the capacity of the faculty to initiate, discover, and respond to large-scale research efforts that cut across the boundaries of disciplines, departments, and Schools. The current research environment manifests a clear need for agility in developing and responding to convergent research needs, of growing importance across the entire portfolio of federal research funding agencies and foundations. This position will be critical in leading the SSoE on these initiatives and goals. The Director of Research Development is responsible for developing strategies to assist SSoE faculty with securing extramural funding for research, infrastructure, and student training from federal and state government agencies as well as corporate and foundation entities. Specific responsibilities include research program strategy development for the School of Engineering; coordination of large projects involving faculty and administrative staff from within SSoE and including various academic schools and central administrative units; identification and promotion of funding opportunities; assistance with proposal preparation and submission; and relationship building and implementation of programs to strengthen School of Engineering proposal development. The Director will maintain a strong relationship with School faculty and staff, the Office of Research, Advancement, and various academic units across the campus and the University of California system. Having wide-ranging experience, uses contracts and grants concepts and organization objectives to assess and resolve the most complex contracts and grants issues having organization-wide impact. Advises on the most complex proposals, including those involving large collaborations, international collaborators, and complex contracts. Reviews research / training contract and grant proposals to extramural sponsors to ensure the proper commitment of institutional resources and compliance with institutional and sponsor policies. Proposals and contracts have direct organization-wide impact.

% of time	Essenti al Functi on (Yes/N o)	Key Responsibilities (To be completed by Supervisor)
	No	
10	Yes	Directs and ensures complete and accurate collection of research management data at all stages of the contract and grant life cycle. Develop metrics of current SSoE faculty in proposals and initiatives across a wide variety of agencies focused on research and innovation in engineering curricula, including but not limited to reinvigorating engineering curricula, increasing access and inclusivity in engineering, broad and early engagement in STEM fields. In support of the SSoE's strategic plan, develop goals and metrics illustrating efforts and tangible

		favorable results for the School and other Campus and external collaborators.
15	Yes	Provide advice and consultative support to the SSoE leadership team in furthering the accomplishment of the SSoE Strategic Plan goals in regards to the School's research enterprise. Develop and implement initiatives to support the incorporation of new faculty into the research enterprise and faculty growth initiatives of the School. Develop programs to support Faculty development in proposal conceptualization and writing as well as connections with agency personnel.

10	Yes	Communicates or teaches advanced and expert research administration such as compliance focused concepts at location, systemwide or at national level meetings of professional organizations. Coordinate and initiate communications and actively participate in meetings, seminars, and conferences/symposiums in order to stimulate interaction to advance research proposal efforts. Develop compelling research education, diversity and broader impact components of proposals to increase their competitiveness especially in larger efforts across faculty and institutions In concert with the Associate Dean for Research and Innovation and other cognizant Associate and Assistant Deans within SSoE. Develop a repository of such materials that can be referenced and adapted by faculty in new proposals.
	No	
10	Yes	Negotiates terms and conditions of the most complex research grant, contract and subcontract proposals and awards from various sponsors. With input from the Assistant Dean and Director of Finance, draft letters of support, grant and contract acknowledgements, and requests for funding for signature by the Chancellor, Provost, Deans, Departmental Chairs, and other appropriate persons.
	No	
10	Yes	Directs, initiates, and designs analyses of federal, state, and university policy and assists with developing and writing office and organization policy and procedures. Develops and implements new research initiatives and programs, training programs, tools to identify funding opportunities. Interface with Office of Graduate and Professional Studies to connect research development efforts with opportunities to enhance student support packages and encourage the development and placement of graduate students and postdocs in SSoE.

10	Yes	<p>Maintains and develops professional relationships with sponsor representatives. Liaisons with corporations and funding sources to identify, communicate and implement funding opportunities to researchers with matching interests.</p> <p>Develop relationships with external funding agencies and facilitate communication between funding agencies and School of Engineering researchers. Foster strategic connections with key individuals at funding agencies such as Program Officers/Managers/Directors and staff. Primary liaison between research development and entities that provide assistance for potential commercialization of research results.</p>
10	Yes	<p>Independently detects areas where new regulations need to be understood and implemented.</p> <p>Initiate and assist with the implementation of programs to strengthen proposal development. Activities include on-campus workshops, web based materials, and other initiatives to guide and assist faculty and research staff in developing competitive proposals.</p> <p>Maintains communication with review committees to learn of new requirements.</p>
	Yes	
15	Yes	<p>Consults with senior leadership and researchers in the development and submission of complex research proposals for extramural funding, including those involving multiple PIs and partnerships with other entities.</p>

		<p>Based on the opportunities identified and pursued, align key faculty member(s) to be involved as it relates to research/area of focus/specialty. Secure the involvement of Samueli School of Engineering (SSoE) faculty in leadership and/or participation roles in teams across a wide span, including within the School, across the UCI campus, among UC campuses, and beyond.</p> <p>Oversee and assist with the development of project budgets, budget justifications, and other supporting documentation in consultation with departmental and School staff.</p>
5	Yes	<p>Oversees publications and other vehicles that highlight research activities. Develop and/or oversee the development of a suite of research-related marketing materials that can be made available to faculty, departments and outside entities. Maintain current understanding and familiarity of SSoE faculty who could be competitive and should be nominated for national and international awards, and oversee the</p>

		progress of the nomination process.
5	Yes	Develops and maintains knowledge of faculty research interests and strengths to align with potential funding sources. Develop and implement systems to support identification and integration of faculty research interests and portfolios, in order to facilitate the communication of research opportunities and, more importantly, the formation of proposals from teams of faculty to respond to convergent research opportunities.

Total Compensation:

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our [compensation practices](#) and [benefits](#).

\$95,300.00 - \$140,400.00 (Annual Salary) Expected Pay Range within the Full Salary Range \$95,300.00 - \$185,500.00 (Annual Salary)

Required:

Bachelor's degree in related area and / or equivalent experience / training. Expert knowledge and understanding of the compliance and sponsor policies related to research administration. Expert knowledge of federal, state and non-profit sponsor regulations, policies, requirements, procedures and areas of interest. Demonstrated knowledge of regulations governing financial administration of federal and state government research contracts and grants at the individual investigator and investigator team approaches. Ability to perform highly complex financial analysis and customized reporting. Advanced skill to determine needs, analyze and explore options, and develop creative, flexible, sound plans. Demonstrated expert level competence in the use of spreadsheet and database software in financial analysis, fiscal management and financial reports. Superior analytical skills to conduct planning for all research development needs. Leadership and mentoring skills to develop and oversee less experienced analysts. Proven leadership skills to provide effective guidance to a broad range of technical, administrative and programmatic employees. Expertise in the areas of fiscal management, human / animal subject compliance, intellectual property, conflict of interest, procurement, property management, and environmental health and safety as they relate to research development. Demonstrated advanced knowledge of generally accepted accounting, fiscal and reporting principles. Expert knowledge of effective grant

funding processes, procedures and techniques Demonstrated skills developing complex large scale research initiatives, proposals and techniques. Demonstrated experience in facilitating large federally funded research proposals involving groups of faculty across multiple academic units, and across a wide area of research areas. Expert knowledge of techniques for identifying and securing funding opportunities. Ability to lead and implement grant writing and other research development resources for the organization. Excellent ability and demonstrated experience in guiding faculty researchers in crafting successful individual and team proposals, especially in a variety of convergent settings. Superior interpersonal and communication skills to develop, cultivate and maintain effective working relationship with a diverse audience at all organizational levels within and outside of the School of Engineering. Skill to apply logic and good judgment in decision making and skill to respond thoroughly and proactively to School needs in order to meet objectives and goals which further the academic mission of the School of Engineering. Excellent writing and speaking skills along with initiative to develop and maintain new relationships with funding sources, guide faculty and staff researchers towards successful research funding otherwise new to them, and provide infrastructure proposal materials needed to enhance research proposal success rates.

Preferred:

- A Ph.D. in an Engineering or other STEM field and five (5) years research development experience or equivalent education and experience preferred.
- Working knowledge of research policies, procedures and practices of the UC system and in particular the University of California, Irvine.

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment: •Background Check and Live Scan

- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act

- E-Verify

- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/new-hire/conditions-of-employment.php>

Closing Statement:

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824- 0500 or eec@uci.edu.