

UNIVERSITY OF SOUTHERN CALIFORNIA

Grant Writer

Job Code: 121045

OT Eligible: Yes

Comp Approval: 2/28/2017

JOB SUMMARY:

This position is responsible for participating in the preparation and writing of highly competitive, research grant proposals and applications by assembling information to be used in background sections, preliminary studies, scientific deliverables, Gantt charts, timetables, and evaluation plans. The Grant Writer must develop a deep understanding of program content, assist with determining proposal concepts, and identify and evaluate data sources. This position also must interpret and follow sponsor regulations and requirements, and research and identify funding opportunities from a variety of sources for specific projects and programs. The Grant Writer also evaluates and redesigns processes to improve proposal-writing results, and compiles and organizes references into one coherent library or list for faculty, while maintaining awareness of trends and changes in the field of specialty.

JOB ACCOUNTABILITIES:

***E/M/NA** **% TIME**

_____	_____	Participates in the process of preparing and writing highly competitive, technical and/or complex research grant proposals/applications. Revises and edits drafts provided by researchers, including executive summaries, research plans, facilities and organizational resources. Evaluates text, graphics, and binding and submits application for final group review.
_____	_____	Participates in the process of preparing and writing highly competitive, technical and/or complex research grant proposals/applications. Revises and edits drafts provided by researchers, including executive summaries, research plans, facilities and organizational resources. Evaluates text, graphics, and binding and submits application for final group review.
_____	_____	Assists in the development of proposals by assembling information to be used in background sections, preliminary studies, scientific deliverables, Gantt charts, timetables, and evaluation plans.
_____	_____	Develops a deep understanding of program content to ensure integrity and quality of proposal writing. Coordinates and compiles scientific and/or technical information from principal investigators and researchers as necessary for research grants, consortium grants, and training grants. Creates special reports, summaries and analyses.
_____	_____	Assists with determining proposal concepts by identifying and clarifying opportunities and needs. Studies requests for proposal (RFPs). Attends strategy meetings with faculty and other stakeholders. Provides assistance on proposal preparation, as needed.
_____	_____	Maintains awareness and knowledge of changes in industry trends. Incorporates changes and advises researchers on best practices. Maintains subscriptions to relevant publications and memberships in professional organizations, as appropriate. Cultivates and maintains a network of professional contacts, as applicable.

- _____ _____ Interprets and follows sponsor regulations, requirements, guidelines and instructions. Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval. Coordinates requirements with contributors. Contributes proposal status information to review meetings.
 - _____ _____ Researches, identifies and qualifies funding opportunities from corporate, foundation, and government sources for specific projects and programs. Makes recommendations whether funding organizations are a good match for projects and programs.
 - _____ _____ Improves proposal-writing results by evaluating and re-designing processes, approaches, and coordination. Implements changes as needed.
 - _____ _____ Compiles and organizes references into one coherent library or list for faculty. Builds reference libraries for faculty and other grant writers as needed.
- Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

- Essential: No
 Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

- Bachelor's degree
- Combined experience/education as substitute for minimum education

Minimum Experience:

0 - 6 months

Minimum Field of Expertise:

Demonstrated experience writing effective, accurate materials of a complex nature, working with highly complex documents and advising/assisting authors. Ability to work both independently and as part of a team.

Preferred Education:

Master's degree

Preferred Experience:

1 year

Skills: Administrative:

- Assemble and organize numerical data
- Communicate with others to gather information
- Conduct meetings

- Develop office policies and procedures
- Gather data
- Input data
- Prepares official documents
- Prioritize different projects
- Prioritize different tasks
- Research information
- Understand and apply policies and procedures
- Understand and apply policies and procedures
- Understand and enforce regulatory guidelines
- Use database and/or word processing software

Skills: Other:

- Analysis
- Assessment/evaluation
- Creative writing and editing
- Organization
- Planning

Skills: Machine/Equipment:

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer