



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## RESEARCH ADMIN ANALYST

|                    |   |                     |
|--------------------|---|---------------------|
| <b>Job ID</b>      | <b>63411-2965</b>   |                     |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=63411-2965">https://careers.indigenous.link/viewjob?jobname=63411-2965</a> |                     |
| <b>Company</b>     | McMaster University   |                     |
| <b>Location</b>    | Hamilton, ON  |                     |
| <b>Date Posted</b> | From: 2024-06-28  | To: 2050-01-01      |
| <b>Job</b>         | Type: Full-time   | Category: Education |

### Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. The Research Office for Administration, Development & Support (ROADS) provides advice on the development of grant applications and administrative services for awards through to account activation. Most commonly, we work with agencies such as the Natural Sciences & Engineering Research Council (NSERC), Social Sciences & Humanities Research Council (SSHRC), Canada Foundation for Innovation (CFI), Canada Research Chairs (CRC), and programs funded by the Ontario Ministry of Research and Innovation (MRI). The Administration and Support Unit provides assistance with selected application and budget development, assists in managing McMaster's allocation for identified programs, and ensures that researchers and the University are protected through funding agreements and compliance with agency and institutional policy. Job Summary: Responsible for the coordination and administration of research grant programs including, but not limited to those seeking funding from federal and provincial government sources which focus on capital infrastructure, faculty renewal, capacity building, fellowships and scholarships programs, and internal competitions. Purpose and Key Functions:

- Provide administrative support in the development, coordination, and submission of research proposals, including those characterized as institutional, by gathering and compiling information from a broad range of sponsors and programs, and developing procedures and tools to serve the University research community.
- Interpret and communicate applicable policies, procedures, and guidelines to project leaders.
- Provide internal timelines and deadlines to researchers for select programs and reports.
- Provide advice to researchers and recommend changes to their funding proposals to ensure compliance eligibility requirements.
- Gather information from investigators including, but not limited to construction estimates, salary information, and vendor quotes for preparing budgets.
- Prepare and revise multi-party, multi-funding, and multi-year budgets throughout the various stages of proposal development.
- Check and verify budget calculations for funding and grant proposals, and analyze the eligibility of matching fund contributions and ensure appropriate audit back-up has been received.
- Project annual cash flow by category and by source of funds.
- Work with colleagues and researchers to resolve post award concerns.
- Create spreadsheets for annual accounting and trend mapping of internal and external research funding which may include information about accounts and amounts for transfer of funding.
- Create award and account notices to document the terms and conditions of the funding.
- Update and maintain information in databases.
- Conduct data quality and validity reviews to ensure the integrity of data required for institutional reporting purposes.
- Proofread agreements from primary sponsors and identify changes in language and reporting requirements.
- Write and maintain a variety of documents including, but not limited to standard operating procedures, program documents and procedures, statistical summary reports and meeting minutes.
- Draft guidance documents for proposal preparations and prepare instructional documents for post award management.

- Assemble and collate guidance document packages for applicants and file management.
- Review past funding history of researchers to determine their eligibility for new funding.
- Respond to information requests from internal and external colleagues, collaborators, and agencies.
- Coordinate and attend meetings as required.
- Assemble application packages as required.
- Ensure the maintenance of filing and electronic record retention.
- Secure appropriate signatures for various documents.

Assesses:

- In depth knowledge of multiple granting agencies and multi-party complex budgeting experience
- Strong, demonstrated problem-solving, organizational and administrative skills

For more information, visit [McMaster University](#) for RESEARCH ADMIN ANALYST