



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.Link's 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:
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Job Board Posting



Careers.Indigenous.Link

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GRANTS SPECIALIST (REPOST)

Job ID	39786-5873	
Web Address	https://careers.indigenous.link/viewjob?jobname=39786-5873	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2021-07-21	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Health Research Services (HRS) is a fast-paced, high volume research support office in the Faculty of Health Sciences, assisting with selected application and budget development and ensuring that researchers and the University are protected through funding agreements and compliance with agency and institutional policy. General Description:

Responsible for the coordination and administration of research grant programs including fellowships and scholarship programs, internal competitions, and special programs aimed at promoting research activity at the University, which requires a thorough knowledge of University and sponsor guidelines, policies and procedures. Representative Duties & Responsibilities

- Create and manage checklists to document the terms and conditions of the funding, responsibilities of the University, and account holders.
- Provide administrative support in the development, coordination and submission of research funding proposals, including those characterized as institutional, by gathering and compiling information from a broad range of sponsor and programs, and developing procedures, tools, and guidance documents to serve the University research community.
- Inform researchers of eligibility requirements for their funding proposals.
- Ensure all research within the University has current institutional human ethics approval, animal ethics approval and biosafety approvals, where applicable.
- Conduct data quality and validity reviews to ensure the integrity of data required for institutional reporting purposes.
- Write and maintain a variety of documents including, but not limited to, standard operating procedures, program documents and procedures, summary reports, and meeting minutes.
- Coordinate internal funding application competition processes.
- Create spreadsheets for annual accounting and trend mapping of internal research funding awards that includes information about the accounts and amounts for transfer of funding.
- Review the past funding history of researchers to determine their eligibility for new funding.
- Check and verify budget calculations for funding and grant proposals.
- Facilitate workshops on the use of the research funding database.
- Search for information, guidelines, policies, and procedures associated with various funding programs.
- Respond to information requests from internal and external colleagues, collaborators, and agencies.
- Respond to complaints and problems related to the late submission of applications.
- Attend meetings and take minutes.
- Assemble and collate various materials such as program literature, checklists, application forms, statistical reports, and agendas.
- Assist with data reconciliation and reporting.
- File and collate program information.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.
- Secure appropriate signatures for various documents.
- Work with colleagues, research finance and researchers to resolve post award concerns.
- Ensure the maintenance of filing and electronic record retention.

Supervision

Provide direction to others in how to carry out work tasks.

Qualifications

- Bachelor's degree in a relevant field of study.
- Requires 3 years of relevant experience.
- Experience in a university research environment is an asset.

For more information, visit McMaster University for GRANTS SPECIALIST (REPOST)