



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.

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Job Board Posting



Careers.Indigenous.Link

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SENIOR ADVISOR

Job ID	61533-5752	
Web Address	https://careers.indigenous.link/viewjob?jobname=61533-5752	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-04-04	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

The Research Office for Administration, Development and Support (ROADS) helps researchers access funding from external granting agencies. ROADSupports researchers through the identification of funding opportunities, provision of information sessions, and review and editing of grant submissions. ROADSupports manages 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: The Senior Advisor is responsible for assisting faculty members with the development of research proposals and the identification of appropriate research funding opportunities. Negotiate and draft contracts and agreements with various parties securing cooperation and funding for research endeavors. Provide administrative expertise in writing proposals and ensuring proper documentation is provided for various projects. Purpose and Key Functions:

- Negotiate and draft contracts and inter-institutional agreements between McMaster University and funding agencies, other universities, not-for-profits, federal and provincial governments, and agencies.
- Negotiate and develop budgets with partners including other institutions, private sector, not for-profit, federal and provincial governments, and agencies.
- Develop concepts and strategies when authoring sections of grant applications which address the project's importance to the University's strategic research plan to aid in the agency's decision to fund or reject a proposal.
- Write and submit reports to sponsors on research funding outcomes and the status of research projects.
- Draft and edit research funding proposals.
- Develop solutions to address serious budget deviations.
- Scrutinize documents for small changes when critically reviewing project proposals and budgets.
- Ensure that proposals and funding agreements comply with University policies, protect the University from legal liabilities, and conform to the criteria and guidelines of the relevant program sponsoring agency.
- Design and develop tools, guidance documents, University agreement templates and processes to manage research funding competitions.
- Interpret and communicate applicable policies, procedures, and guidelines to researchers, Deans, Chairs and other University personnel.
- Provide advice to researchers regarding the interpretation and application of funding agency policy.
- Ensure all research within the University has up-to-date institutional human ethics approval, animal ethics approval and biosafety approvals, where applicable.
- Participate in the development of policies and procedures related to research administration.
- Ensure compliance with progress reporting deadlines and requirements.
- Act as a liaison between the University and external sponsors concerning sponsors' policies, regulations, and opportunities for research funding.
- Monitor and ensure compliance with research ethics policies and procedures of the University and sponsoring agencies.
- Write sections of funding proposals including the institutional sections which outline institutional resources, collaborations, and strategic directions.
- Draft University industry agreements with private sector partners detailing funding amounts, purpose of matching funds provided for a specific proposal, and terms and conditions under which research programs will proceed.
- Write guidance and institutional documents to be used by all Faculties for proposal preparation, and post award management.
- Write proposals to granting agencies seeking allowance or explanation of material deviation in proposal management, or addressing other agency concerns as required.
- Develop multi-party, multi-year budgets where cost-sharing includes proportional cash and in-kind contributions from the granting agencies, the private sector partners, and other University partners.
- Develop solutions to address serious budget deviations.
- Draft letters of recommendation for prizes and awards for researchers.
- Coordinate large and diverse cross-functional team which may include internal researchers and staff, other academic institution personnel, and external agencies.
- Respond to requests for information regarding the interpretation of policies, directions regarding the completion of budgets, advice regarding strategic approaches to a proposal, and research funding data for both internal and external reports.
- Design and deliver a wide range of presentations and workshops.
- Consults with other universities to establish best practices in research administration.

Assess: Excellent project management, in depth knowledge of multiple granting agencies and multi-party complex budgeting experience, and analytical skills; Strong, demonstrated problem-solving, organizational and administrative skills; a service-oriented individual who has the ability to work independently as well as part of a team; Proficiency in multi-tasking; able to work under pressure with high volume and multiple deadlines; Strong oral and written communication skills, including the ability to edit and critique research applications, proposals and agreements; contract creation and negotiation experience; Additional Information: This position has a significant focus on proposal development and review. Agencies include the

Canadian Institutes of Health Research, the Social Sciences and Humanities Research Council, the Natural Sciences and Engineering Research Council, the Canada Research Chairs program, the Canada Foundation for Innovation and programs offered through the Ministry of Colleges and Universities.

For more information, visit [McMaster University for SENIOR ADVISOR](#)