UNIVERSITY OF SOUTHERN CALIFORNIA

Technical Grant Writer

Job Code: 121047

Grade: K
OT Eligible: No
Comp Approval: 1/31/2006

JOB SUMMARY:
Plans, prepares, and writes highly competitive, technical and complex collaborative research grant (e.g., multidisciplinary) proposals/applications working closely with principal investigators and researchers. Compiles technical and/or scientific background information, specific aims, designs and methods from multiple sources to form a single cohesive grant application. Researches and analyzes opportunities. Coordinates the proposal development process.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
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<td>Assists with determining proposal concept by identifying and clarifying opportunities and needs. Studies requests for proposal (RFPs). Attends strategy meetings. Provides advice on technical aspects and proposal preparation planning, as needed.</td>
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<td>Identifies, researches, compiles and evaluates data sources and background information in specialty area(s). Identifies and communicates risks associated with proposals.</td>
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<td>Coordinates and compiles scientific and/or technical information from principal investigators and researchers for research grants (e.g., multi-center/disciplinary) such as consortium grants, building grants, SPORE grants, etc. Creates special reports, studies, summaries and analyses.</td>
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<td>Plans, prepares, and writes highly competitive, technical and complex research grant proposals/applications. Revises and edits drafts provided by researchers including executive summaries, conclusions and organization credentials. Prepares presentation by evaluating text, graphics, and binding.</td>
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<td>Develops proposal by assembling information including project nature, objectives, outcomes, deliverables, implementation, methods, timetable, staffing, budget standards of performance and evaluation.</td>
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<td>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.</td>
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<td>Researches and analyzes potential funding sources for specific projects and programs. Makes recommendations whether funding organizations are a good match for projects and programs. Maintains contact with external agencies.</td>
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<td>Reviews the budget of a project or program for which funding is sought and makes recommendations regarding presentation to funding organizations.</td>
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<td>Resolves complex, technical and administrative problems, etc., associated with developing proposals.</td>
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<td>Improves proposal-writing results by evaluating and re-designing processes, approach, and coordination. Implement changes as needed.</td>
<td>E/M/NA</td>
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Stays current in the specialty field of research through reading journals and scientific papers.
Maintains professional networks and attends seminars and conferences, as appropriate.
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:**

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<th>Essential</th>
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| 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

**Minimum Experience:**
3 Years

**Minimum Field of Expertise:**
Directly related experience with submitting grant applications and awards in specialty area. Experience in planning and developing written reports and grant proposals. Demonstrated experience writing effective technical materials of a scientific nature, working with scientific documents and advising/assisting authors. Ability to work both independently and as a team.

**Preferred Education:**
Doctorate
Master’s Degree

**Preferred Experience:**
5 Years

**Skills: Other:**
Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Creative writing and editing
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution  
Project management  
Research

**Skills:**  **Machine:**
- Calculator  
- Computer Network (Department or School)  
- Computer Network (University)  
- Computer Peripheral Equipment  
- Fax  
- Personal Computer  
- Photocopier

**Supervises:**  **Level:**
May oversee student, temporary and/or casual workers.

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**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.

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