OFFICE OF GRANT WRITING AND PUBLICATIONS

POSITION RESPONSIBILITIES

This document outlines the current responsibilities of the various positions in the Office of Grant Writing and Publications. The purpose of this document is to provide candidates with an overview of the activities of the office and how those activities are distributed among the current personnel.

DIRECTOR, OFFICE OF GRANT WRITING AND PUBLICATIONS

1. Develop and maintain the campus grant writing network. Recruit, train, mentor and supervise campus grant writers so as to provide effective grant writing support services that facilitate winning external funding and advance campus priorities.
   a. Recruiting and hiring grant writers
      i. Work with other campus units to establish new grant writer positions: help units determine appropriate reporting relationships and establish priorities for grant proposal efforts
      ii. Work with other campus units to recruit and screen candidates for grant writing positions
      iii. Advise supervisors in other campus units regarding performance appraisal processes for grant writers
      iv. Secure an experienced grant writer mentor for each new grant writer
      v. Work with new grant writers and mentors to establish professional development plans for new grant writers
      vi. Work with Human Resources personnel to supervise use of grant writer position classifications on campus
      vii. Work with Human Resources personnel to keep grant writer position classifications up to date
      viii. Maintain a listing and assess capabilities of potential freelance grant writers
      ix. Facilitate hiring of freelance grant writers when campus grant writer workloads are full
   b. Supervise grant writers
      i. Supervise grant writers assigned to the Office of Grant Writing and Publications, Mizzou Advantage, and the Center for Arts and Humanities
      ii. Support professional development of campus grant writers
      iii. Maintain a database of proposals in which the grant writers are or have been involved
      iv. Analyze results of surveys of grant writer services and act on results as appropriate
      v. Develop processes for management of intellectual property developed by the Grant Writer Network
      vi. Answer questions from and assist with problems encountered by grant writers in the network, especially within the OGWP
      vii. Provide updates and information to the GWN
      viii. Develop agendas for GWN staff meetings
c. Support professional development activities related to grantsmanship
   i. Maintain IRB approval for survey tools used by the Grant Writer Network to assess grant writer services and the Grant Writing Institute
   ii. Analyze results of surveys of the Grant Writing Institute and act on results as appropriate
   iii. Supervise the development and implementation of Grantsmanship Series and related workshops
   iv. Lead planning and implementation efforts for the federal grants webinar
   v. Lead planning and implementation of the Grant Writing Institute
   vi. Lead development and implementation of the graduate certificate in grantsmanship and associated courses
   vii. Coordinate and present the annual New Faculty Orientation Workshop

d. Nurture the campus grants culture
   i. Develop processes that allow grant writers to connect faculty members for collaborative projects
   ii. Conduct an annual strategic planning retreat for the Grant Writer Network
   iii. Develop a strategic plan for the Grant Writer Network each year
   iv. Encourage use of COS Funding Alerts and Expertise database to identify funding opportunities and potential collaborators
   v. Serve on the Mizzou Advantage task force and the proposal review committee
   vi. Field outside calls regarding grantsmanship or grant writing assistance
   vii. Respond to questions from outside entities such as professional organizations and other universities
   viii. Maintain strong relationships with Corporate and Foundation Relations personnel

2. Direct editorial personnel in providing excellent research publications, both print and electronic, to both on- and off-campus audiences.
   a. Supervise recruitment and hiring processes for research publications personnel
   b. Work with other senior staff members in the Office of Research to secure data for the Annual Report of Grants and Contracts on a timely basis
   c. Work with other senior staff members in the Office of Research to ensure that the online Annual Report query tool is kept up to date and accurate
   d. Support research publications personnel in the development of story wells for research publications (Illumination, Annual Report, and website)
   e. Proofread research publications
   f. Serve as a liaison between publications personnel and senior staff in the Office of Research
   g. Establish processes for stakeholder input in the regular redesign of the Research Division website
   h. Enforce standards of excellence for research publications
   i. Conduct strategic planning for research publications

3. Perform at an advanced professional level in the preparation of difficult and complex proposals; guide administrative leaders and faculty from across campus in the preparation of
external grant proposals, particularly larger interdisciplinary proposals and those with other institutions.

4. Manage the process for selecting and developing proposals for federal earmarked funds.
   a. Distribute a template for federal white papers to deans and center directors
   b. Arrange for Federal Relations personnel to meet with faculty members prior to submission of white papers.
   c. Collect federal white papers and distribute to the Council of Research Administrators along with a representative from Extension for ranking
   d. Work with the Vice Chancellor for Research to secure feedback on and adjustments to the recommended rankings from the Council of Deans, Provost, and Chancellor
   e. Work with faculty contacts to edit white papers for appropriate audiences
   f. Draft a letter of transmittal for submission of MU requests from the Chancellor to the UM President
   g. Compile MU’s prioritized federal requests for submission to the UM System President
   h. Work with UM Government Relations personnel and UM lobbyists to support MU requests
   i. Arrange for Government Relations personnel to provide training opportunities to MU faculty and staff on the development of federal requests

5. Manage the selection of proposals for limited submission competitions from identification of relevant limited submission competitions through convening review committees and communicating approvals and denials.
   a. Seek out potential efficiencies that do not compromise the fairness of the internal limited submission process
   b. Maintain funding opportunity searches to identify limited submission funding opportunities as soon as possible
   c. Supervise determination of internal deadlines for and posting of limited submission funding opportunities
   d. Identify faculty reviewers as needed for ranking letters of intent received for limited submission competitions
   e. Work with the Vice Chancellor for Research to select proposals for MU slots in limited submission competitions
   f. Work with Sponsored Programs personnel to ensure that only approved proposals are submitted from MU for limited submission competitions
   g. Publicize internal limited submission processes and deadlines to faculty members and grants personnel

6. Manage the development and maintenance of the Model Proposal File, including the ongoing development of the online database system, using and interpreting the PeopleSoft query to select proposals, securing and maintaining PI permissions to publish, and providing user support.
   a. Develop and supervise processes for identifying newly awarded grant projects for which permission will be solicited for inclusion in the Model Proposal File
b. Develop and supervise processes for confirming permission and requesting proposal, sponsor guidelines, and review files for inclusion in the Model Proposal File

7. Develop the office budget and approve expenditures.
   a. Monitor the transfer of funds from the Truman School for graduate courses
   b. Manage the distribution of funds to instructors and lecturers for the graduate courses
   c. Manage the OGWP budget
   d. Supervise the budget for research publications
   e. Manage distribution of any royalties from Grant Writer Network publications
   f. Monitor grant writer and OGWP personnel salaries and request adjustments as appropriate

8. Identify and implement, as needed, computer applications to assist with data analysis, information organization, and information storage and retrieval related to grant preparation and the operation of the office.
   a. Serve as the campus COS liaison
   b. Supervise coordination of the COS Expertise database with local faculty data
   c. Facilitate development of the proposal database for grant writer use
   d. Work with computing and other OR personnel to ensure that the Annual Report Query Tool is up to date and accurate
   e. Manage grant writer use of Sharepoint as a tool for network communications and proposal development
   f. Consider implementation of content management tools to ensure that the OR website is current

9. Complete ad hoc projects, such as reports, strategic planning and administrative proxy tasks (e.g., drafts of Strategic Research Plan, Mission Enhancement and similar documents which can be of a complex or sensitive nature), as requested by the Vice Chancellor for Research. Work to increase the quality, quantity and visibility of the University’s research.
   a. Work with the Vice Chancellor for Research and other senior staff in the OR to develop a strategic plan for the OR each year
   b. Serve as a proxy for the Vice Chancellor for Research in meetings
   c. Advocate at various levels and venues for the GWN members, the GWN, and MU
   d. Keep up-to-date on political issues that will or might affect the GWN, MU, or UM

ASSOCIATE DIRECTOR, OFFICE OF GRANT WRITING AND PUBLICATIONS

Day-to-Day/Ongoing
Answer questions from grant writers in the network, especially within the OGWP
Serve as lead grant writer or second grant writer on large, interdisciplinary projects, training grants, and construction projects
Serve as sounding board and advisor on a wide variety of topics for the Director
Take and disseminate notes for GWN meetings
Serve as formal mentor to newer grant writers
Student Assistant supervision
Supervise two part-time student assistants for the OGWP
Coordinate student assistant schedules with consideration of their class schedules and OGWP and OR needs
Train assistants in new procedures
Assign tasks, answer questions, and assist with problems encountered
Review and approve payroll
Assist with supervision of processes for confirming permission and requesting proposals, sponsor guidelines, and review files for inclusion in the Model Proposal File
Supervise annual (each summer) confirmation of content in the adminall database

Limited submission opportunities
Review proposed announcements and internal deadlines provided by student workers
Upon receipt of limited submission announcement for webpage, OGWP web calendar, and limited submission listserv from student worker, either approve for distribution or distribute to limited submission listserv

**Monthly/Longer-term**
Assist with strategic planning and brainstorming as needed
Assist as needed with the Director’s projects

**Intermittent Projects and Tasks**
Present on grantsmanship topics during Faculty Grant Writing Institutes, Grantsmanship Training sessions, on-line grant writing courses, staff meetings, and other audiences upon request
Field outside calls regarding grantsmanship or grant writing assistance
Review/edit, work on budgets, or assist in a smaller way on other proposals as time allows, including assisting GWN grant writers when they are overloaded
Attend meetings in Mary’s absence as needed (esp. senior staff)
Serve on interview committees when hiring for new GW positions
Special projects such as compiling a list of training grants on campus and creating an updated list of Institute participants and their successes
Special projects that arise from GWN discussions
Draft documents that will be helpful to the GWN or faculty across campus

**GRANT WRITERS, OFFICE OF GRANT WRITING AND PUBLICATIONS**

1. **Day-to-Day/Ongoing**
   Respond to emails needing a response
   - Forward SRA and GPA emails to GWN
   - Questions or tasks from current PI or project team members
   - Questions regarding limited submissions
   - Specific questions or requests from GWN
   Work on proposals (percent of time depends on where we are in the process)
   - Communicate with proposal team members
   - Arrange meetings
   - Read guidelines
• Create proposal outline
• Create proposal timeline
• Meet and strategize with proposal team and determine assignments
• Draft and finalize biosketches
• Draft and finalize current and pending reports
• Collect info for various tables if needed
• Draft and sometimes finalize budget
• Create budget justification
• Communicate with institutional contacts to secure required subcontract info/forms
• Review all parts of proposals
• Edit and revise proposals as requested
• Create charts and graphics
• Fill in grant proposal packets
• Complete PeopleSoft entry
• Collect signatures on PSRS and financial disclosure forms
• Serve as liaison with OSPA for submission

Read information provided in emails (no response necessary) as time permits
Serve as back-up to the Director for the determination of internal deadlines for and posting of limited submission funding opportunities
Attend staff meetings; GWN weekly and OGWP biweekly

2. Monthly/Longer-term
Serve on the Grantsmanship Series Committee on a rotating basis
Assist with online grantsmanship courses and FGWI
Assist with the planning and preparation of special events sponsored by OGWP and OR
Professional development such as meeting with grant writer mentor, meeting with grant writers regarding a specific topic (budgets, PeopleSoft, etc.), reading journal articles, following up on resources recommended at conferences or seminars, reviewing funder guidelines and rules (mainly NIH, NSF, USDA)

3. Intermittent Projects and Tasks
Prepare information for staff meetings – updates and professional development topics
Help other OGWP personnel with random tasks
• Walk-in questions
• Discussions/opinions regarding situations that arise and responses to them
• Pop-up projects

EDITOR

1. Originate the approach to the content of each issue of Illumination, a semi-annual MU Office of Research publication.
   a. Select the faculty, scholarship and scientific research that will be highlighted in each issue. I choose the external writers and artists who will be hired for a given issue.
b. Direct and participate in story development, writing, editing, photo and art assignments, picture editing, page design, proofing. pre-press production, printing and distribution of *Illumination Magazine*.

c. Provide preliminary reading of copy submitted for evaluation

d. Check authorization of copyrighted materials used in the publication

e. Read and correct manuscript proof and prepare completed manuscripts for the printer

f. Make work assignments and follow up by checking on progress

g. Develop direction and editorial style for publications in order to assure accuracy, consistency and quality of materials

h. Work closely with in-house and freelance staff in matters concerning form, style and format of materials to be published.


   a. Supervise a Senior Multimedia Specialist

   b. Make decisions regarding content and stylistic approaches used to present the Office of Research to our internal, national and international audiences.

   c. Provide preliminary reading of copy submitted for evaluation

   d. Check authorization of copyrighted materials used on the web

   e. Develop direction and editorial style for publications in order to assure consistency of quality materials


   a. Write, edit, and design the Annual Report

   b. Work collaboratively with the Office of Sponsored Programs Administration, the Special Assistant to the Vice Chancellor for Research, and the Institutional Research Analyst to see that the data for this report is analyzed and reported in a timely and user-friendly manner.

**WEB DESIGNER/MULTIMEDIA SPECIALIST**

1. *Illumination* webzine

   a. Conceptualize, research, design and program multimedia pieces to enrich and add context to stories; process includes animation and sound editing

   b. Interview researchers for multimedia content

   c. Design and program unique art-directed site pages based on spread designs produced by and in cooperation with the MU Office of Publications

   d. Create patterns, backgrounds and subordinate graphics as needed

2. Research Division websites

   a. Update and maintain the Office of Research website at [http://research.missouri.edu](http://research.missouri.edu), including areas for:

      i. Office of Research Main Office

      ii. Animal Care Quality Assurance Office

      iii. Campus Institutional Review Board
iv. Compliance Office
v. Fiscal
vi. Health Sciences Institutional Review Board
vii. Technology Management & Industry Relations (http://tmir.missouri.edu)
viii. Internal Grants & Programs
ix. Office of Animal Resources
x. Office of Grant Writing & Publications
xi. Office of Research Computer Services
xii. Office of Sponsored Programs Administration
xiii. Research Publications

b. Complete and activate the OR site redesign started by the previous Web Designer
c. Also update and maintain http://projectmizzou.missouri.edu

3. Other Web and multimedia projects as assigned.

ADMINISTRATIVE ASSISTANT

1. Illumination
   a. Maintain database of subscribers
      i. Off campus
      ii. On campus
      iii. International
      iv. Campus declines
      v. Enter new subscriber information and confirm additions with editor. Update db upon receipt of address changes and deletions.
   b. Proofread manuscript proofs
   c. Coordinate distribution of Illumination with Campus Facilities, Mail Services personnel
d. Prepare mailing labels from database
e. Advise editor and director regarding subscription levels
f. Monitor information changes for webpage and notify multimedia specialist (MMS)
g. Work closely with MMS to ensure accuracy and consistency in information and processes
h. Monitor and respond to request for information via webpage in absence of MMS

2. Proposals & Commitments Database
   a. Design queries and reports
   b. Query database (db) to create periodic report of Investigators to receive Grant Writer Use Surveys
c. After producing report from db, send an email to the Principal Investigator (PI) for each proposal with the letter from the director explaining the request to complete a Grant Writer Use Survey
d. Fill in the project name and submission deadline date within the director’s letter before sending and attach survey in both Word and PDF formats
e. Upon receipt of surveys, compile responses in both the spreadsheet version of the report (Excel) and the combined responses version of the report (Word)
f. Notify director of any surveys that do not reflect positively on the network
g. Periodically offer compiled reports to director
h. Send year-end complied reports to director in July

3. Personnel Searches
   a. Create applicant packages
   b. Disseminate applicant materials to interview committees
   c. Coordinate committee schedules and schedule interviews with applicants
   d. Review applications and participate in interview process as appropriate

4. Assist OGWP Personnel
   a. Schedule meetings for director
   b. Update director’s calendar
   c. Prepare materials, help to coordinate calendars, purchase or arrange for food, and schedule rooms for meetings, special events and workshops
   d. Assist as requested with the director’s projects
   e. Act as receptionist for OGWP visitors
   f. Answer telephone, assist with inquiries, and facilitate communication with OGWP personnel
   g. Assist with office coverage for 205 Jesse Hall
   h. Request keys for staff
   i. Maintain inventory of general office supplies and workshop/meeting supplies
   j. Procure special items as requested (e.g. books, food for meetings, etc.)
   k. Coordinate travel arrangements and process travel reimbursements for OGWP staff and grant writers
   l. Reconcile expenditures on University Procard
   m. Verify long distance calls
   n. Coordinate OGWP office moves

5. Limited Submission Competitions
   a. Monitor limited submission web page and inbox and acknowledge receipt of letters of intent
   b. Inform director of status of letters of intent and seek input on reviewers as needed
   c. Identify and contact faculty reviewers as needed for ranking letters of intent received for limited submission competitions
   d. Coordinate review of letters of intent, answer questions from reviewers and faculty submitting letters of intent
   e. Compile results of review
   f. Inform director of review results and request permission to notify proposers
   g. Notify proposers of review results
   h. Work with Office of Sponsored Programs (OSPA) personnel to ensure that only approved proposals are submitted from MU for limited submission competitions
   i. Respond to questions regarding limited submission funding opportunities
   j. Advise faculty and staff regarding internal limited submission processes and deadlines
k. Consider processes and suggest modifications to enhance efficiency and facilitate ease of use

6. Federal Update Webinar
   a. Make an inquiry of the director in June as to whether a webinar will be scheduled for the
   b. Coordinate and document registrations and associated payments
   c. Respond to inquiries from participants and on- and off-campus individuals

7. Other Duties: Assist with daily operations of the OGWP and other duties as assigned

   **STUDENT WORKERS**

1. Limited submission funding opportunities
   a. Determine limited status and University eligibility of all funding opportunities on list received weekly from director
   b. Upon receipt of approval from associate director, draft a limited submission announcement for webpage, OGWP web calendar, and limited submission listserv

2. Model Proposal File
   a. Query PeopleSoft for recent grant awards and provide listing to the OGWP Director.
   b. Communicate with faculty PIs to confirm permission to use their proposals in the Model Proposal File and to request proposal, RFP, and review files for uploading.
   c. Screen model proposal files for confidential information.
   d. Upload model proposal files and index proposals in the Model Proposal File

3. Meetings and Workshops
   a. Assist with copying, preparation of materials and supplies for meetings and workshops

4. AdminAll academic administrator database
   a. Annually contact each office represented in the db to verify or update the information in the database.
   b. Update the database and associated email distribution lists on an ad hoc basis as new information is received.

5. Student Purchasing Card
   a. Order supplies and maintain corresponding documentation, including completion of a Purchasing Card Request Form.

6. Other Duties
   a. Assist with daily operations of the OGWP and other duties as assigned, including receptionist coverage for the Office of Research, 205 Jesse