



the CTN  
CIHR Canadian  
HIV Trials Network

le Réseau  
Réseau canadien  
pour les essais VIH des IRSC



CHÉOS  
Centre for Health Evaluation  
& Outcome Sciences

<b>Job title:</b>	Director, Grants and Research Development
<b>Departments:</b>	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at the Providence Health Care Research Institute (PHCRI)
<b>Location:</b>	St. Paul's Hospital, Vancouver, BC
<b>Full/Part-time:</b>	Full-time
<b>Term:</b>	Regular permanent position subject to on-going funding
<b>Application Closing Date:</b>	Open until filled
<b>How to Apply:</b>	Interested candidates should email their cover letter, resume, and three writing samples to <a href="mailto:hr@cheos.ubc.ca">hr@cheos.ubc.ca</a> . Only applications following this process will be reviewed.

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## Job Summary

This position is responsible for a variety of duties related to scientific writing and coordinating the submission of grant funding proposals, as well as preparing related written materials. The Director, Grants and Research Development works closely with CHÉOS/CTN staff including communications personnel, administrators, physicians, epidemiologists, research coordinators and assistants, data managers, biostatisticians, graduate students and fellows.

Located at St. Paul's Hospital, CHÉOS is an interdisciplinary collective founded to pursue excellence in health outcomes research. In addition to conducting its own research, the Centre's other primary function is to offer methodological expertise to other researchers, including assistance with study design, statistics, health economics, data management, and grant facilitation for both health outcomes research and clinical trials. The Centre consists of 70+ faculty members and 130-150 staff and research personnel.

The CTN is an innovative partnership of clinical investigators, physicians, nurses, people living with HIV/AIDS, pharmaceutical manufacturers and others that facilitate HIV clinical trials of the highest scientific and ethical standards. Established in 1990 as a cornerstone of the federal AIDS Strategy, the CTN is funded by the Canadian Institutes of Health Research (CIHR), and jointly sponsored by the University of British Columbia (UBC) and St. Paul's Hospital (Providence Health Care) in Vancouver.

## Work Performed

- Writes, edits, and coordinates a wide range of clinical and health research-related funding proposals and writing/editing projects, including but not limited to: CIHR, MSFHR, NIH, and other grant submissions, ethics applications, business cases, progress reports, research summaries, award nominations, and plain-language documents.



a place of mind  
THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Medicine



PROVIDENCE HEALTH CARE  
Research Institute

Pursuing real life health solutions.

- Supports the development and logistics of individual, multidisciplinary, and multi-institutional funding applications.
- Conveys scientific research and clinical concepts in a clear and effective manner.
- Responsible for assisting with the preparation of, and collating materials (e.g. curriculum vitae, letters, budgets, appendices etc.) related to funding proposals, grant submissions, and progress reports.
- Liaises with Principal Investigators and study staff to obtain relevant supporting materials in a timely manner.
- Keeps abreast of potential local, national, and international funding opportunities, as well as maintains up to date knowledge of major funders' submission deadlines and specific institutional guidelines.
- Searches for and identifies new funding opportunities, reviews potential funding opportunities to determine feasibility of application success, and brings forward prospective award and funding application calls for discussion with appropriate personnel.
- Assists with initiating and developing research collaborations to respond to calls for proposals and other relevant funding opportunities.
- Prioritizes and manages several projects with various departments, investigators, authors, and reviewers at one time.
- Ensures timely and accurate submission of all materials and proposals.
- Maintains pre- and post- award archives.
- Provides layout and formatting recommendations according to grant agency requirements.
- Develops positive relationships and effectively communicates with external stakeholders (e.g. PHCRI, UBC ORS, CIHR, MSFHR, NIH etc.).
- Other duties as may be assigned.

### **Supervision Received**

Reports to the Director of Operations, CHÉOS / Chief Administrative Officer, CTN.

### **Supervision Given**

This position does not include supervision of staff.

### **Consequence of Error/Judgement**

Errors in performance of the above-related duties could have a significant impact on the effectiveness of funding applications and the financial status of CHÉOS/CTN. Inappropriate judgment could result in loss of potential research and/or infrastructure opportunities, or cause damage to the Centre and the Network's reputations.

### **Working Conditions**

The applicant will be working in CHÉOS/CTN located at St. Paul's Hospital. The incumbent will be provided with appropriate work space.

### **Qualifications**

- PhD in a relevant discipline, and a minimum of 7 years of experience, or the equivalent combination of education and experience.
- Previous experience working with health care researchers or working in a health-related academic setting.

- Additional relevant training or certification an asset (e.g. formal training in grant writing, technical communication certification, membership in a professional writing society).
- Understanding of and previous involvement in writing and submitting high-level grants and proposals to CIHR.
- Proven track record of successful grant submissions.
- Superior writing, editing, and research skills.
- Knowledge and experience in medically focused writing projects.
- Familiarity with major funding bodies, such as CIHR, MSFHR and NIH.
- Ability to interpret and communicate clinical terminology, research data, and statistical language.
- Takes initiative and motivated.
- Keen attention to detail; works with accuracy.
- Excellent organizational skills and record keeping.

***Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.***