



the CTN
CIHR Canadian
HIV Trials Network

le Réseau
Réseau canadien
pour les essais VIH des IRSC



CHÉOS
Centre for Health Evaluation
& Outcome Sciences

Job title:	Grants Coordinator
Departments:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at the Providence Health Care Research Institute (PHCRI)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary commensurate with experience; competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time (37.5 hours/week)
Position status:	This is an on-going, regular-status Providence Health Care position (union-excluded); however, all research positions are dependent on grant funding
Term:	The initial term of this role is expected to be at least 1 year in duration and renewable, should grant funding continue to be available
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume with cover letter and a writing sample (up to two pages) to hr@cheos.ubc.ca

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 a person who identifies as First Nation, Metis, Inuit, or Indigenous. CHÉOS/CTN welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

[CHÉOS](#) is an interdisciplinary collective founded to pursue excellence in health outcomes research. We produce and translate high-quality research evidence to inform health care and health outcomes and provide a wide range of support services for health outcomes research and clinical trial studies.

CHÉOS is home to the CTN National Centre. The [CTN](#) is a Canada-wide collaborative network committed to generating knowledge on the prevention, treatment, and management of HIV, other sexually transmitted and blood-borne infections and more recently, COVID-19 research through clinical studies and trials.

Job Summary

CHÉOS and the CTN are seeking a resourceful and collaborative Grants Coordinator to join our grant facilitation team. The Grants Coordinator will guide all aspects of the grant submission process, from researching, writing, and coordinating the preparation and submission of proposals to related administrative support. The ideal candidate is a skilled written and verbal communicator, a highly organized self-starter, and is team-focused. Experience in the grant submission process and project management are valuable assets. The Grants Coordinator will work closely with a multidisciplinary CHÉOS/CTN team, including physicians, epidemiologists, research staff and trainees.

Work Performed

- Supports the development and logistics of individual, multidisciplinary, and multi-institutional funding applications.
- Writes, revises, and edits drafts including clinical and health research-related funding proposals, letters (e.g., of intent, support, collaboration etc.), progress reports, research summaries, award submissions, and plain-language documents.
- Conveys scientific research and clinical concepts clearly and effectively.
- Provides recommendations related to content gaps, layout and formatting according to grant guidelines, and criteria to improve readability, clarity, and impact.
- Assists with the coordination and collection of relevant grant submission information (e.g., curriculum vitae, letters of support, research budgets, tables, appendices etc.) related to funding proposals, grant submissions, and progress reports.
- Organizes timelines, ensures completion of project tasks, and schedules meetings.
- Enters, maintains and monitors awarded grant tracking data and newly identified funding opportunities.
- Other related duties as assigned.

Supervision Received

Reports to the Director of Grants and Research Development, CHÉOS/CTN.

Supervision Given

This position does not include supervision of other staff.

Consequence of Error/Judgement

Tact, diplomacy, and a high degree of judgement and initiative are required to deliver effective grant support. Errors in the performance of the above-related duties could significantly impact 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

This position will be based primarily at CHÉOS at St. Paul's Hospital, with work-from-home arrangements in place during the COVID-19 research curtailment period.

Qualifications

- A minimum of a Bachelor's degree in Biomedical Sciences or other relevant disciplines and four years of related experience, or an equivalent combination of post-graduate education and experience.
- Demonstrated ability to write, edit, or critique successful grant proposals.
- Additional relevant training or certification in writing/communication or project management is an asset.
- Knowledge and experience in medically focused writing projects.
- Knowledge of and ability to interpret and communicate research concepts, principles, procedures, and terminology.
- Ability to work independently and interact productively and professionally in a collaborative team setting.
- High proficiency in Microsoft Office, including Word, Excel, and PowerPoint.
- Excellent project and time management skills; deadline-driven.
- Keen attention to detail; works with accuracy.
- Excellent organizational skills and record keeping.
- A strong team player with a passion for health research.