

University Research Grant Writer

Company:

Cyprus International Institute of Management

Location:

Cyprus / Limassol

Discipline:

Employment Type:

Permanent Full-time

Posted:

2022-05-27

Contact Person:

If you wish to apply for this position, please specify that you saw it on AKADEUS.

University Research Grant Writer

Applications Closing Date: Until position is filled

Anticipated Starting Date: Between now and January 2023

Type of position: Full-time

Location: Cyprus

Remuneration Package: Highly competitive and commensurate with the candidate's experience and qualifications; includes percentage success fee in addition to the fixed salary.

The Institution: The Cyprus International Institute of Management is an international Graduate Business School based in Cyprus since 1990 (www.ciim.ac.cy), currently in the process of being transformed to a full-fledged University.

The Position: The purpose of this position is to increase institutional and research competitiveness by enabling the university and the faculty researchers to obtain high-stakes grant funding. The incumbent will contribute to the success of the research enterprise by helping faculty write successful new and continuation research grant applications to funding agencies. The research grant writer will be monitoring, identifying and comprehending existing research funding opportunities, writing about and persuasively positioning wide-ranging, technical, scientific, and educational research content, and move rapidly from one technical proposal to another.

The Research Grant Writer (RGW) will focus on supporting grant writing for the faculty of LIU. The Research Grant Writer reports directly to the Director of the Research Center and the Chairman of the Faculty Research Committee. The incumbent is responsible for supporting scientific writing for grant applications (to national, EU and international funding agencies, non-profit funding organizations, and foundations). The RGW will be researching and monitoring potential funding sources and opportunities as well as drafting, editing, and formatting grant proposals for peer review and submission to funding agencies.

DUTIES AND RESPONSIBILITIES

- Identify and assess new and diverse funding opportunities for specific projects and programs to advance faculty research and impact the long-term scholarly and creative mission of the university.
- Advise faculty on how to plan, prepare, and write highly competitive research grant proposals, meeting challenging criteria, and acquiring best practice knowledge to improve their capabilities
- Identify and clarify opportunities and needs, study requests for proposal (RFPs), and attend strategy meetings.
- Track and prioritize projects to keep multiple projects moving in a timely manner and meet deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Resolve complex, technical, administrative and other problems or risks associated with developing proposals.
- Gather proposal information by identifying sources of information, coordinating submissions, and identifying and communicating risks associated with proposals.
- Collect requirements by contributors and present proposal status information to review meetings.
- Develop proposals by assembling information including project nature, objectives, outcomes, deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Write, revise, and edit drafts including executive summaries, conclusions, and organization credentials.
- Maintain quality results by using templates; follow proposal-writing standards including readability, consistency, and tone; maintain proposal support databases.
- Respond to internal and external queries on drafted and submitted proposals.
- Obtain approvals by reviewing proposal with key providers, project managers and grant coordinators
- Enter and monitor tracking data.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.

MINIMUM QUALIFICATIONS & SKILLS

- Master's degree in English, communications, creative writing, journalism or related areas
- A minimum of three (3) years of professional research proposal writing experience.
- Strong skill in written communications, including excellent English grammar, punctuation, and syntax skills that express complex scientific, and/or technical content in understandable terms for a variety of audiences; consistency, style, flow and tone, with attention to detail.
- Effective interpersonal communications skills, including active listening and effective collaboration skills as to establish and maintain good working relationships with multi-disciplinary researchers, faculty and staff about complex research issues.
- Proven success and skill at researching, analysing, and verifying facts, as well as evaluating information for preparation of grant proposals.
- Extensive knowledge of, and experience with, contract and grant policies and issues and funding programs and requirements, including those of the EU.
- Thorough knowledge of appropriate editorial style and publication guidelines.
- Knowledge of computer applications for publishing, image handling, and/or web production. Computer proficiency, including Word, Excel, PowerPoint, cloud-based systems and various database programs.
- Proven experience in keeping up with new requirements for grant proposals, such as formats and scientific components of research funding agencies.

How to apply: Candidates should send their application electronically to: Chairman, Search Committee, at search@ciim.ac.cy, accompanied by a cover letter, curriculum vita, documented research grant writing experience and success track record, and names and contact information of

three referees familiar with the candidates work.

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