



Project Management Coordinator

Responsibilities:

- Manage efforts of grants production, including:
 - Identifying and/or following up on federal and private foundation funding opportunities.
 - Establishing and maintaining a grant submission process, including whole-team discussions of proposal ideas for grant deadlines, the Intent to Submit a Grant Application Form, and internal review and approval of grant proposals.
 - Developing a Gantt chart coordinating deadlines within established schedule constraints for all grant components, both internal and for collaborators, and following up with relevant parties to ensure deadlines are met.
 - Initiating inter-institutional agreements and obtaining needed documents from subcontractors.
 - Drafting, reviewing, and justifying project budgets with PM and PI.
 - Preparing letters of intent, letters of support, cover letters, and other ancillary documents for PI, consultants, subcontractors, and other grant key personnel.
 - Preparing and maintaining other support, biographical sketches, facilities and resources page, equipment page, etc. for PI and other grant key personnel.
 - Editing proposals for readability, consistency, and format.
 - Supporting PI and PM in submitting grant application packages through federal and private foundation funding mechanisms.
- Assist PI and PM in establishing, coordinating, and overseeing project milestones, budgets, work plans, and data analysis and reports, as well as other daily project management activities.
- Schedule and organize project update meetings, including:
 - , agendas, minutes, and follow-up communication.
 - Orally communicating in meetings, conversations, and presentations in a manner which is concise, clear, and professional.
- Manage IRB protocol submissions, approval, renewals, and close-outs for PI and Clinical Partners in coordination with the PM.
- Provide research support (e.g., literature reviews) to the CEO, COO, Scientific Directors, and PM as needed.
- Assist with production, editing, and submission of manuscripts for publication.
- Provide support for conference management, including:
 - Drafting, reviewing, and submitting abstracts for conference papers, poster presentations, and/or oral presentations with PM and PI.
 - Drafting, reviewing, and organizing printing of posters for conference presentation within established schedule constraints, including printing hand outs for dissemination during poster sessions.
- Manage Significant Financial Conflict of Interest training, reporting, and documenting
- Support appropriate filing of documents, electronic and paper.
- Other duties as required.