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Position Available (Title, Dates, and Job Description):	<p>Grants Administrator currently available - March 1, 2017 Under the direction of the Director of External Research, manage portfolio of grant applications and current studies:</p> <ul style="list-style-type: none"> <li>* Coordinate creation and distribution of RFP calls for new grant applications.</li> <li>* Coordinate internal and external review of pending grant applications.</li> <li>* Execute award and contracting of new grants.</li> <li>* Track receipt and processing of current study progress and final reports</li> <li>* Process study change requests, schedule payment and identify any issues requiring internal or external review.</li> <li>* Communicate information about the grant process or content effectively.</li> </ul>