



LIEBER INSTITUTE *for*  
BRAIN DEVELOPMENT  
MALTZ RESEARCH LABORATORIES

[www.libd.org](http://www.libd.org)

**Job Title: Grants Administrator/Research Administrator**

**A little about us:**

The Lieber Institute for Brain Development was conceived from the realization that a new approach is needed to fully exploit the unprecedented scientific opportunities to accomplish the critical goal of helping affected individuals and their families. The Lieber Institute aims to transform the research landscape in two ways: by providing new tools for scientific discovery and by developing new collaborative approaches to achieve our ambitious mission.

The mission of the Lieber Institute for Brain Development is to translate the understanding of basic genetic and molecular mechanisms of schizophrenia and related developmental brain disorders into clinical advances that change the lives of affected individuals. We are an independent 501(c)(3) medical research institute located in the Bioscience Park on the campus of the Johns Hopkins School of Medicine and Hospital.

The Lieber Institute offers a generous benefits package which includes paid holidays, sick, personal and vacation time off.

**Job Summary:**

The **Grants Administrator/Research Administrator**, reporting to the Director of Alliances and Research Administration, will be responsible for the management and coordination of an Institute wide grants portfolio including federal and foundation funding. The position will ensure that grants submitted from the Lieber Institute for Brain Development are of the highest quality, are well written and portray the science as effectively as possible, while adhering to the standards of the granting agency. The position will be responsible for managing the Pre-Award process providing planning and administrative support to faculty and staff. Post Award, the position will ensure that compliance is maintained, and grant closeout process is completed in a timely manner. Finally, the successful candidate will be actively involved in all financial aspects from establishing the budget through close out.

**Key responsibilities:**

- Sources and communicates funding opportunities monthly to assist scientists and faculty in securing external financial support
- Works with the PI and administrative departments to prepare and submit grant applications as per LIBD and sponsor timelines.
- Is responsible for ensuring that all necessary components stated in the funding announcement and sponsor regulations are taken into account and communicated to the PI during application preparation, and that all appropriate approvals as per LIBD internal process are in place before submission.
- As part of the approval process, organizes the Grant review committee meetings, maintains the Grants SOP and co-ordinates the pre-award grant approval process.
- Reviews applications to appraise programmatic and operational needs and communicates those to Research Administration and Project Management.
- Ensures that proposals are complete and in compliance with all sponsor regulations

- Prepares final award paperwork post-award as per the NOA including final budget set-up and operations timelines.
- Manages fiscal and programmatic compliance post-award and works closely with Project management and Finance to conduct monthly reconciliation and assist in budget forecasts.
- Works with Administration and Legal to prepare contracts and sub-contracts. Performs su-contractor risk-analysis.
- Acts as primary liaison between PI's, sub recipients, collaborators, and funding agencies
- Optimizes and maintains a LIBD grants portfolio electronically using MS Access and SharePoint.
- Maintains active NIH ORI and SAM account certifications
- Develops and provides staff training
- Delivers a high level of quality end user service
- Develops and updates policies and procedures necessary for grants administration

**Minimum Qualifications:**

- Has knowledge of grant funding policies and procedures and applicable local, state, and federal regulations, with an emphasis on the National Institutes of Health grant requirements
- Bachelor's degree in the biological sciences, public health, or accounting or financial management or similar field. Graduate level degree preferred
- Minimum 4+ years' experience directly preparing, submitting and administering grants---NIH grant management experience is required
- Ability to manage multiple and shifting priorities and ability to self-prioritize in a highly dynamic and deadline-driven environment
- Ability to prepare and analyze budgetary line items for compliance with sponsor budget guidelines as well as federal and internal financial regulations
- Highly creative in sourcing funding opportunities aligning with the Institute mission.
- Ability to establish and maintain excellent, collegial, collaborative relationships with our scientists
- Proactive and flexible with rigorous attention to detail, strong organizational skills and the ability to meet deadlines
- Excellent interpersonal skills
- Proficient in MS Word, Excel, & Access, NIH Assist, eRA Commons, SharePoint and grant management platforms.
- Experience in training faculty and staff
- Willingness to identify other opportunities to expand as the function and the Institute grow

**To Apply:**

Interested applicants should submit a cover letter and resume with the subject line "Grants Administrator/Research Administrator" at [jobs@libd.org](mailto:jobs@libd.org)

**Physical Requirements:**

- Remaining in a seated or standing position for extended periods of time;
- Reaching and grasping to manipulate objects with fingers, for example using a keyboard;
- Communication skills using the spoken and written word;
- Prolonged ability to view computer screen, paper reports/documents, charts and results;
- Having the ability to receive detailed information through oral communications;
- Mobility, including the ability to move materials weighing up to several pounds (such as small office furnishings, reams of paper, a laptop computer or files);
- All other physical demands in a standard office environment.

\*\* If accommodations are needed due to pregnancy or a disability, please contact [jobs@libd.org](mailto:jobs@libd.org).

**EEOC Statement:** At the Lieber Institute, we are committed to a work environment of mutual respect where employment decisions are based on merit. As an equal opportunity employer, the Lieber Institute does not discriminate in employment opportunities on the basis of race, color, religion, color, sex, gender identity/expression, sexual orientation, pregnancy, marital status, age, national origin or ancestry, citizenship, disability (physical or mental), genetic information, military service, or other non-merit based factors protected by state or federal law or local ordinance, with regard to any position or employment for which the applicant or employee is qualified.