

**PHASE 5**  
**UCSD Research Admin**  
**Family Function and Job Function Summary**

<b>Job Family</b>	<b>Job Function</b>	<b>Job Summary</b>
<b>Research Admin</b>	<b>Academic Program Management</b>	Involves managing a significant, independent academic or research program. Formulates program strategies and goals. Plans, directs and controls program budget and other related resources.
<b>Research Admin</b>	<b>Contracts and Grants</b>	Involves providing analytical and financial support in proposal processing, contract and grant administration, and budget development, including pre-award proposal initiatives, management of funds post-award, and closeout activities for federal, state, local and private sponsors. Involves activities associated with forecasting, planning, and managing of research portfolios by performing some or all of the following: coordinating and identifying and developing and / or presenting proposals, contracts and other agreements; reviewing proposals to ensure institutional compliance; negotiating, administering and monitoring contract and grant awards, including compliance with regulations, terms and conditions; financial management and reporting; and sub award / subcontract issuance and administration.
<b>Research Admin</b>	<b>Intellectual Property</b>	Involves advising on intellectual property (IP) rights protection, business startup and other technology transfer related issues. Evaluates the commercial potential of research results, obtains and manages the appropriate IP rights protection, markets inventions and software, and / or biological / tangible materials; drafts and negotiates, and manages IP licenses and Material Transfer Agreements (MTAs), Non-Disclosure Agreements (NDAs), and advises on IP terms in research and collaboration agreements. Supports companies who wish to sponsor research and / or license technologies. Facilitates administration of federal and state laws regarding research, conflict of interest, IP, contracts and employment. Works with outside patent attorneys to file patent applications.

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<b>Research Admin</b>	<b>Research Compliance</b>	Involves staffing, administering or managing research oversight and compliance committee activities related to research activities such as human subjects, animal use and care, conflict of interest and export control. Reviews research protocols for use in specific fields, assists in writing and reviewing protocols, and compliance with federal, state, and University mandated laws, regulations and policies.
<b>Research Admin</b>	<b>Research Grant Program Admin</b>	Involves oversight and coordination of research grant programs, including program development, planning and evaluation, peer review and applicant relations, grant application and award management, and synthesis and dissemination of research findings.