Research Administration Intern

Role Title: Research Administration Intern
Department: Office of Research Services
Reports to: Samantha MacLean & Darby Taylor
Contract Length: 12 weeks, 10 hours per week
Start Date: January 4, 2027

Unit Description:

The Office of Research Services (ORS) supports faculty and staff in advancing their research and creative programs. This is accomplished by advising researchers and developing relationships with and consulting a wide range of funders. ORS houses specialists in research funding opportunities, financial accountability, and funding compliance matters, together offering their expertise to faculty and staff while always striving to provide exceptional service. For more information on our unit, see the Research at Brock website.

Job Summary:

This role supports the ORS in key areas of research administration, with a focus on project management throughout the research lifecycle for both internal and external funding opportunities. With direct oversight from both Research Officer (RO) and Research Project Facilitator (RPF), responsibilities will include supporting management of an institutional grant application from the planning stage through to final submission, supporting post-award processes, and contributing to the administration of an internal funding program. This role will also support process improvement initiatives by developing documentation, streamlining workflows, and helping establish sustainable practices for future funding competitions. Working collaboratively with stakeholders across the University, the position helps ensure alignment with institutional priorities while supporting data collection and analysis to inform decision-making. Emphasizing project management, stakeholder engagement, and analytical skills, this role provides meaningful professional development and career exploration opportunities in research administration.

Job Duties:

Internal Funding Program Administration

- Support the RO in administering an internal funding competition.
- Coordinate all aspects of the process, including preparing competition materials, competition communications, supporting adjudication processes, and advising on final reporting requirements and Key Performance Indicators (KPIs).
- Communication, Documentation & Knowledge Transfer:
    - Serve as a primary point of contact for applicants, review committee members, and additional stakeholders. This includes communicating

program guidelines, collecting feedback, responding to inquiries, and releasing application results.
    - Develop and deliver clear, consistent communications related to research funding, compliance requirements, and program updates.
    - Create and distribute application packages for adjudicators.
    - Ensure administration records and documentation are complete, accurate, and maintained in accordance with priorities of the program.
    - Following program close, ensure the process is accurately documented including standard operating procedures (SOPs), lessons learned, toolkits, and recommendations for future program cycles.
    - Promote awareness and understanding of the internal funding opportunity across relevant units and stakeholder groups.

External Grant Project Management

- Support the RO in coordinating a complex, multistakeholder research infrastructure grant submission.
- Support managing the project timeline to guide the development, review, and finalization of the application.
- Facilitate collaboration and information exchange between researchers, various administrative units, and external partners.
- Maintain knowledge repositories and shared resources to ensure current information is accessible to stakeholders.
- Support in the development of SOP documentation for use in future institutional grant submission planning.
- Communication, Documentation & Knowledge Transfer:
    - Liaise with relevant units and faculty.
    - Plan and coordinate consultations, conversations, or workshops as needed.
    - Communicate key project updates in a timely fashion (submission notifications, milestone tracking, feedback sharing, and other communications as needed).
    - Develop a final report outlining the process and recommendations for future application processes.

Post Award Project Management

- Collaborate with the RPF in developing a centralized database to track institutional milestones, key deliverables, and reporting deadlines for major research grants.
    - Assist with monitoring upcoming deadlines, outstanding action items, and project deliverables, flagging items requiring follow up to the RPF.
- Support in the development of project management tools for both ORS and researchers to improve visibility and oversight of institutional awards.
- Maintain a database of key contacts for institutional grant applications.
- Assist with creating a repository of in-kind institutional supports previously used on major grant applications.

- Provide feedback and insight on project management needs for researchers.
- Develop a standardized post award project initiation checklist, informed by recommendations from the application process review, outlining key activities, stakeholders, documentation, and requirements to be addressed upon receipt of a major research award.

Professional Development & Reflection

- Engage in regular reflection on skill development and career interests in research administration.
- Develop an understanding of the research administration lifecycle.
- Identify the skills, contacts, and experiences that are transferrable to research administration and other non-faculty careers.
- Contribute to a culture of continuous learning by sharing knowledge, resources, and insights with colleagues, as well as participating in relevant ORS team meetings, training sessions, as applicable.
- Participate in team discussions, meetings, and knowledge-sharing initiates to strengthen collective expertise.
- Learn about specialized training opportunities available within professional networks that support skill development and competencies.
- Demonstrate initiative in developing resources for future use.