

# Research Administration Jobs

## PhD Career Insights

Research must be funded, coordinated, regulated, reported and sometimes ultimately commercialized. These support services are known as research administration, and they surround and influence every stage of research. Research administrators raise funds, make funding decisions, ensure compliance with standards and regulations, write regulations, coordinate projects, investigate ethical issues, and many other related tasks.

### What would I do?

*\* Responsibilities vary greatly with job title*

- Identify gaps in existing research efforts and develop new initiatives
- Assist researchers with grant writing
- Work with investigators to develop experimental strategies and respond to obstacles
- Conduct site visits
- Coordinate scientific review groups
- Manage research budgets and/or administer grant programs
- Manage human subject research and animal use protocols and compliance documentation
- Write protocols and compliance regulations
- Investigate ethical issues
- Create and implement strategic plans for research departments
- Communicate research to stakeholders and the public for publicity, funding and education
- Coordinate between different research departments and services
- Quantitatively evaluate research programs, communicate outcomes, and present recommendations

### Where could I work?

- Universities
- Hospitals
- Nonprofits
- Government Research Agencies
- For-profit Corporations

### What skills should I have?

- Excellent time management skills, deadline-driven mindset
- Project management experience
- Excellent writing and ability to translate complex ideas into simple, clear language
- Comfort working and speaking in a group setting and on the telephone

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- Interpersonal/social skills and political savvy – working at the interface of large interdisciplinary teams and across all levels of an organization
- Multitasking and organizational skills
- Attention to detail
- Tolerance for paperwork
- Awareness of bureaucratic procedures and ability to work within and between organizations
- Knowledge of contracts and grants preparation and management
- Interest in implementing shared standards versus making individual decisions
- Understanding of research regulations and regulatory agencies
- Budget management, financial and accounting responsibilities
- Awareness of current events and policy developments that affect science
- Ability to represent the value of research to diverse stakeholders
- Ability to supervise and train employees

### **What is the salary range?**

Entry-level salary - \$50-60K

Average salary - \$60-\$80K

Experienced or senior-level salary - \$80-\$200K

### **What are some example job titles in Research Administration?**

- |                              |  |
|------------------------------|--|
| • Science Officer            | • Assistant Biosafety Officer  |
| • Grants Proposal Manager    | • Director, Institutional Giving   |
| • Program Officer            | • Director, Office of Research Development   |
| • Program Analyst            | • R&D Support Coordinator  |
| • Medical Officer            | • Director of Research   |
| • Grants Management Officer  | • Health Scientist Administrator (the official position title at the NIH and a good title to use to search for these jobs) |
| • IACUC Administrator        |  |
| • IRB Administrator          |  |
| • Research Integrity Officer |  |
| • Scientific Review Officer  |  |

### **Where can I find out more about Research Administration careers?**

[A Career in Research Administration, ASBMB Today](#)

[Research Administration, The Versatile PhD](#)

[Careers in Research Support, Science](#)

[Careers in Research Administration, Science](#)

[Research Administrator, APA](#)

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## How can I gain skills and experience for a career in Research Administration?

*\* Skills needed vary greatly with job title*

- Learn how institutions operate at higher levels. Serve on IRB or IACUC committees, postdoctoral advisory boards or other committees that involve faculty and institutional administrators.
- Engage in a Biomedical Careers Initiative (BCI) Internship in Research Administration.
- Get an online [MS degree in Research Administration](#) from JHU or take one or more of the classes offered in the program
- Write an IRB application or animal protocol for your lab or read through an IRB application or animal protocol.
- Be aware of granting mechanisms: apply for grants; talk to your PI about the grant application, review and oversight process; attend grantsmanship workshops
- Attend scientific meetings and network with scientists to get a big picture view of how scientific fields advance
- Organize workshops and symposia
- Review papers and grant applications. Read manuscript and grant application reviewer comments and assist in responding to them.
- Talk to your PI or lab manager about how they manage the lab budget.
- Practice writing about your own research for different audiences, including expert scientist, non-expert scientist, and lay audiences.
- Take [classes](#) in biosafety management.
- Earn a [certificate](#) in Introduction to Research Administration and Management.
- Take a [class](#) in Research Ethics.
- Take a [class](#) on the Basics of Research Administration.
- Read through the Federal Government's [regulations](#) for grants.
- Read through the [services offered](#) by the JHU SOM Office of Research Administration

## Research Administration Fellowships and Internships

[Johns Hopkins Administrative Fellowship Program](#)

[National Biosafety and Biocontainment Training Program](#)

[Commissioner's Fellowship in Regulatory Science](#)

[National Institutes of Health Bioethics Fellowship](#)

[Penn Medical Ethics and Health Policy Fellowship](#)

[National Council of University Research Administrators Global Fellowship](#)

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## **Research Administration Professional Organizations**

[Society of Research Administrators](#)

[National Council of University Research Administrators](#)

[National Organization of Research Development Professionals](#)

## **LinkedIn Groups**

[Society of Research Administrators International](#)

[Higher Education and Research](#)

[Public Health Professionals](#)