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

**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](#)

Johns Hopkins Medical Institute Professional Development and Career Office
[http://pdco.med.jhmi.edu/](http://pdco.med.jhmi.edu/)
Make an appointment to develop a career strategy and optimize your job search tools
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

Johns Hopkins Medical Institute Professional Development and Career Office http://pdco.med.jhmi.edu/
Make an appointment to develop a career strategy and optimize your job search tools
National Institutes of Health Bioethics Fellowship

Penn Medical Ethics and Health Policy Fellowship

National Council of University Research Administrators Global Fellowship

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