

# **Grant Management Career Ladder (Medicine Shared Services Business Model)**

The Grant Management Career Ladder – Heersink School of Medicine (HSOM) establishes a specialized pathway for professionals who provide comprehensive grant development, submission, and management services through a shared services model that supports faculty, departments, and research programs across the School of Medicine. Spanning roles from Grant Management Specialist-HSOM to Director-Grants Management-HSOM, this ladder fosters the progressive development of expertise in research administration, faculty partnership, strategic grant advising, sponsor compliance, and operational leadership. At its foundation, grant management professionals serve as trusted advisors to investigators, providing hands-on support throughout the pre-award and post-award lifecycle, including proposal development, budget preparation, submission coordination, and award management activities. As professionals advance through the ladder, they take on increasingly complex portfolios, provide strategic guidance on funding opportunities and research development initiatives, strengthen collaborations with internal and external stakeholders, and contribute to data-driven decision-making and continuous improvement efforts. At the leadership levels, managers and directors oversee shared services operations, optimize grant management processes and resources, and align service delivery with the strategic research priorities of the Heersink School of Medicine to enhance research growth, compliance, and operational excellence.



## Grant Management Specialist-HSOM

A Grant Management Specialist-HSOM serves as a key member of a team of grant advisors who is responsible for the entire grant development, submission, and management process for departments and their faculty in the UAB Heersink School of Medicine (HSOM); maintains an advisor-and-scientist relationship with investigators; and manages pre-award and post-award research activities for a group of departments within the School of Medicine (SOM), while providing technical expertise and guidance, and ensuring adherence to all research sponsor and UAB guidelines, policies, and regulations. This role partners directly with faculty to guide them through the grant development (pre-award) phase and provide guidance for post-award management, including leading the project management aspects and approach, drafting, developing, and managing the grant's budget, completing document preparation and verification, making improvements to the administrative content, populating the grant's submission portal (e.g., ASSIST, myUABresearch), and completing the grant's initial, revised, and final submission to the UAB Office of Sponsored Programs (OSP). A Grant Management Specialist-HSOM identifies and reviews current funding opportunity announcements and their applicability to investigators and their related scientific research programs; identifies sponsor deadlines and drafts detailed project management plans tailored to specific Principal Investigators (PIs) to ensure a successful research proposal submission(s); uses productivity tools (e.g., MS Teams, Copilot) to proactively monitor a team's pre- and post-award activities and their development plans to ensure the Dean's Office has the appropriate availability of resources for pre- and post-award activities and services; provides faculty level training and presentations; identifies areas of both institutional, federal, and other extramural support for investigative teams; actively cultivates relationships with HSOM faculty and staff and encourage collaborations with UAB faculty, UAB's Office of Sponsored Programs, external institutions, foundations and other collaborators; helps refine strategic development objectives and activities of the office; and in partnership with the Manager, develops and refines reporting and data visualization tools and populates tracking mechanisms for award activities in the SOM.

### EDUCATION/EXPERIENCE

Bachelor's degree in a related field required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G335	Exempt	Eligible	Individual Contributor

## Grant Management Specialist Senior-HSOM

A Grant Management Specialist Senior-HSOM serves as a senior-level member of a team of grant advisors who is responsible for the entire grant development, submission, and management process for departments and their faculty in the UAB Heersink School of Medicine (HSOM); mentors and provides guidance to Grant Management Specialists by sharing advanced subject matter expertise, reviewing complex proposals, and promoting best practices to enhance team performance and consistency; maintains an advisor-and-scientist relationship with investigators; and manage pre-award and post-award research activities for a group of departments within the School of Medicine (SOM), while providing technical expertise and guidance, and ensuring adherence to all research sponsor and UAB guidelines, policies, and regulations. This role partners directly with faculty to guide them through the grant development (pre-award) phase and provide guidance for post-award management, including leading the project management aspects and approach, drafting, developing, and managing the grant's budget, completing document preparation and verification, making improvements to the administrative content, populating the grant's submission portal (e.g., ASSIST, myUABresearch), and completing the grant's initial, revised, and final submission to the UAB Office of Sponsored Programs (OSP). A Grant Management Specialist Senior-HSOM identifies and reviews current funding opportunity announcements and their applicability to investigators and their related scientific research programs; identifies sponsor deadlines and drafts detailed project management plans tailored to specific Principal Investigators (PIs) to ensure a successful research proposal submission(s); uses productivity tools (e.g., MS Teams, Copilot) to proactively monitor a team's pre- and post-award activities and their development plans to ensure the Dean's Office has the appropriate availability of resources for pre- and post-award activities and services; provides faculty level training and presentations; identifies areas of both institutional, federal, and other extramural support for investigative teams; actively cultivates relationships with HSOM faculty and staff and encourages collaborations with UAB faculty, UAB's Office of Sponsored Programs, external institutions, foundations and other collaborators; helps refine strategic development objectives and activities of the office; and in partnership with the Manager, develops and refines reporting and data visualization tools, and populate tracking mechanisms for award activities in the SOM..

### EDUCATION/EXPERIENCE

Bachelor's degree in a related field and three (3) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G360	Exempt	Eligible	Individual Contributor

# Grant Management Specialist Lead-HSOM

A Grant Management Specialist Lead-HSOM serves as a lead and key member of a team of grant advisors who is responsible for the entire grant development, submission, and management process for departments and their faculty in the UAB Heersink School of Medicine (HSOM); works to build an advisor-and-scientist relationship with investigators; and oversees pre-award and post-award research activities for a group of departments within the School of Medicine (SOM), while providing technical expertise and guidance, and ensuring adherence to all research sponsor and UAB guidelines, policies, and regulations. This role partners directly with faculty to guide them through the grant development (pre-award) phase and provide guidance for post-award management, including leading the project management aspects and approach, drafting, developing and managing the grant's budget, completing document preparation and verification, making improvements to the administrative and scientific content, populating the grant's submission portal (e.g., ASSIST, myUABresearch), and completing the grant's initial and final submission to the UAB Office of Sponsored Programs (OSP) as well as annual progress reports. A Grant Management Specialist Lead-HSOM serves as an advisor and, reporting to the Manager-Grant Management-HSOM, identifies, reviews and makes determinations on current funding opportunity announcements and their applicability to investigators and their related scientific research programs; identifies sponsor deadlines and creates a detailed project management plan tailored to specific Principal Investigators (PIs) to ensure a successful research proposal submission(s); uses productivity tools (e.g., MS Teams, Copilot) to proactively monitor a team's pre- and post-award activities and their development plans to ensure the SOM Dean's Office has the appropriate availability of resources for pre- and post-award activities and services; provides faculty level training and presentations; identifies areas of both institutional, federal, and other extramural support for investigative teams; cultivates relationships with SOM faculty and staff and encourages collaborations with UAB faculty, UAB's OSP, external institutions, foundations, and other collaborators; and works closely with the Manager to identify and plan the strategic development objectives and activities of the office, create and develop monitoring tools to collect and synthesize qualitative and quantitative data, create data analysis and visualization tools, and populate tracking mechanisms for award activities in the SOM.

## EDUCATION/EXPERIENCE

Bachelor's degree in a related field and five (5) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G380	Exempt	Eligible	Emerging Leader

## Manager-Grant Management-HSOM

A Manager-Grant Management-HSOM manages the day-to-day operations of grant management shared services for departments and faculty within the UAB Heersink School of Medicine (HSOM); supervises and guides a team of grant management professionals responsible for pre-award and post-award grant development, submission, administration, compliance, tracking, and reporting activities; and oversees the full grant life cycle for assigned departments, including proposal development, budget preparation, sponsor submission requirements, award management support, progress reporting, and closeout coordination. This role serves as a primary operational resource for faculty, department administrators, research teams, internal stakeholders, the UAB Office of Sponsored Programs, and external sponsors regarding grant development and management activities; ensures that grant management activities comply with institutional policies, sponsor guidelines, federal regulations, and applicable research administration standards; and partners with the Director-Grants Management-HSOM to implement shared services goals, standard operating procedures, workflow improvements, training initiatives, and reporting mechanisms that support the HSOM research mission. A Manager-Grant Management-HSOM monitors team capacity, proposal volume, award activity, deadlines, and service delivery metrics to ensure timely, accurate, and effective support for faculty and departments; provides technical expertise, escalation support, and quality review for complex grant proposals, budgets, sub-awards, agreements, administrative documents, and post-award activities; cultivates effective working relationships with HSOM faculty and staff, central administrative offices, external collaborators, foundations, and sponsor agencies to support successful grant submissions and award management; and develops, maintains, and enhances tracking tools, dashboards, templates, training resources, and process documentation to improve consistency, transparency, and accountability across grant management operations.

### EDUCATION/EXPERIENCE

Bachelor's degree in Business, Public Health, Public Administration, Research Administration, Finance, Accounting, Science, Healthcare Administration, or a related field and seven (7) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G405	Exempt	Eligible	Functional Manager

## Director-Grant Management-HSOM

A Director-Grant Management-HSOM provides strategic leadership and oversight of grant management operations supporting faculty, departments, and academic units across the institution; oversees pre-award and post-award shared services, including proposal development, submission, award management, compliance, reporting, and closeout activities; designs, implements, and optimizes systems, policies, and workflows that support the full grant lifecycle; ensures institutional, sponsor, and regulatory compliance while advancing operational efficiency and service quality; partners with senior leadership and key stakeholders to align grant management activities with institutional research priorities and objectives; and leads organizational initiatives related to grant processes, reporting, training, and continuous improvement

### EDUCATION/EXPERIENCE

Bachelor's degree in Business, Public Health, Public Administration or other related field and nine (9) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G415	Exempt	Eligible	Functional Director