

Unclassified Professional Staff Research & Research Administration Title Definitions

Research Titles:	
<p>Post Doc Researcher (029100) (exempt) (A Level)</p> <p>Optional Entry Level Research Position</p>	<p>Requires a doctoral degree as documented by a diploma or by certified transcript indicating doctorate earned by the time of hire or not to exceed six months from the date of hire. Responsibilities include the pursuit of an individualized program of advanced training in research, teaching or other important aspects of academic work, or in any combination of these activities.</p> <p>This position is a limited term appointment with a duration of 1-5 years since the Post Doc is considered to be serving in an “apprentice” role to more senior research mentors. An extension or exception to this appointment limitation may be requested for a one year period only. Extension request will be submitted via administrative channels for review and approval.</p> <p>Individuals who have previously served as a postdoctoral fellow or researcher for up to five years at KU are not eligible. In addition, an individual is not eligible for this position who has previously served as a postdoctoral fellow or postdoctoral researcher role for a combination of five years total in programs of postdoctoral training in the same field.</p>
<p>Post Doc Fellow (032600) (exempt) (A Level)</p> <p>Optional Entry Level Research Position</p>	<p>A postdoctoral fellow is the recipient of a fellowship or training award provided specifically for a particular field of study or training. Support is provided in the form of a non payroll payment and the fellowship is processed through the University’s financial payment system, and the individual is not an employee.</p> <p>No service to the University is required as a condition of receiving the payment, although services or collaborative research may be rendered incidentally as part of the training or fellowship program. A postdoctoral fellowship is awarded to an individual who has a doctoral degree as documented by a diploma or by certified transcript indicating doctorate earned. Postdoctoral fellows are eligible for coverage by the University’s student health insurance program. They are not eligible for other University benefits provided to employees, e.g. faculty/staff health insurance, retirement programs, sick and vacation leave, etc.</p> <p>Postdoctoral fellows must be designated as an “affiliate” adjunct researcher making the fellow eligible for some University services (e.g. e-mail, libraries, etc.)</p>
<p>Research Aide (028000) (non-exempt) (A Level)</p>	<p>Follows established research guidelines to collect data and/or specimens from or make observations of participants, subjects or experiments. In research settings, runs routine samples; sets-up research activities; observes subjects; prepares research equipment. Compiles, keys & reports data. May perform some analysis of results and may develop output of observations. No degree required.</p>
<p>Research Assistant (026200) (non-exempt) (B Level)</p>	<p>May participate in the development of a research plan. Conducts pre-designed research, working as part of a research team, or performing research related activities. May interact with other researchers and may collaborate on lab techniques. May conduct literature search and research activities independently in labs, fieldwork or program settings under the direction of faculty, senior researchers or a research team leader. In research settings, runs research equipment, monitors output, or observes subjects. Responsible for acquisition and preliminary analysis of data. May assist senior researchers in publication of data. May supervise Research Aides or students. May train researchers in equipment use and data collection techniques. Requires a bachelor's degree in a related field/area or significant, applicable experience.</p>

<p>Senior Research Assistant (026201) (non-exempt) (C Level)</p>	<p>Provides senior-level technical and/or research related support for performing a broad range of complex laboratory and/or research related tasks. Acts as a specialist on research methods and/or equipment functions. Performs a variety of research protocols requiring a high degree of proficiency. Troubleshoots problems and recommends solutions. Evaluates experiment results using complex statistical and multivariate analysis. Participates in the development of a research plan. Conducts research, working as part of a research team, or performing research related activities. Interacts with other researchers and collaborates on lab techniques and suggests new techniques. Conducts literature search and research activities independently in labs, fieldwork, or program settings under the direction of faculty, senior researchers or a research team leader. In research settings, runs research equipment, monitors output, or observes subjects. Performs skilled instrumentation activities. Responsible for acquisition and preliminary analysis of data. Assists senior researchers in publication of data. May supervise Research Aides or students. May train other researchers in equipment use and data collection techniques. Requires a bachelor's degree in a related field/area or significant, applicable experience.</p>
<p>Research Associate (026100) (may be exempt) (B Level)</p>	<p>Operates in a specialized research setting with considerable latitude. May act as liaison with other departments. Develops, designs and conducts one or more large research efforts in line with a research plan; reviews progress and evaluates results. Formulates research methods and suggests improvements for quality and may serve as part of a design team or may serve in a leadership role. On specific occasions, may serve as co-PI or PI. Identifies problems, recommends and implements solutions. Trains other researchers as needed. Consults with others to refine or adapt methodologies to fit research requirements. Coordinates data collection and screening to verify data. Implements research methodology, conducts data analysis, and interprets results. May co-author or author publications. Co-presents or presents results at meetings and/or conferences. Oversees daily operations of research setting and may supervise students or staff. Requires a terminal research degree or its international equivalent in the field/area of the research, or an advanced degree and significant experience in the field/area of research.</p>
<p>Senior Research Associate (077300) (may be exempt) (C Level)</p>	<p>In collaboration with other researchers, participates as skilled contributor and/or lead researcher on one or more research projects, serving as expert in a specialized area. Coordinates administrative, financial, personnel and planning aspects of a project. May serve as co-PI or as a PI. Designs or serves as a leader in the design of research or theoretical models, instrumentation, equipment, creation of algorithms and designs, system development or other data collecting and gathering methodologies. Investigates, modifies, and applies new procedures, techniques or applications of research methods. Conducts research in an area of expertise, writing results for inclusion in broader research projects. Oversees development of data collection. Monitors integrity of data collection and use of protocols and procedures. May review and critique reports and analysis of other researchers and conducts ongoing, periodic and final analysis of data. Writes and/or collaborates with other researchers on manuscripts, abstracts and other publications of research findings. Requires a terminal research degree or its international equivalent in the field/area of the research, or an advanced degree and significant experience in the field/area of research.</p>
<p>Research Administration Titles:</p>	
<p>Grant Monitor (0C3828) (non-exempt) (A Level)</p>	<p>Performs initial review of pre- and/or post-award activities relating to grant and contract proposals with a limited focus for review by supervisor. Ensures that compliance certifications and budget information meet university and sponsor requirements. Prepares budgets. Performs initial determination and audit of appropriate expenditures and coding. Audits activities for research and financial compliance and consistency with grant rules. Interprets sponsor guidelines. May supervise students. Requires some</p>

	<p>experience in fields of accounting, auditing or other business processes.</p>
<p>Grant Specialist (038280) (non-exempt) (B Level)</p>	<p>Serves as the administrative resource or liaison between university, state and granting agency personnel regarding grant requirements. Coordinates pre- and/or post-award activities relating to grant and contract proposals and awards and may review the work of others. May supervise others. May train others in sponsored project administration. Ensures that compliance certifications and budget information meet university and sponsor requirements. Prepares budgets and works with agencies to clarify project budgets and re-budgeting requirements. Reviews/negotiates agreements and sub-agreements. Reviews the work of others to ensure appropriate expenditures and coding and assists them in project administration. Audits activities for research and financial compliance and consistency with grant rules over the life of the project. Interprets sponsor guidelines. Trains departmental staff and researchers in grants administration, research foundation policies and sponsor guidelines. Coordinates reporting to sponsors and communicates with sponsors for purposes of clarification. Requires 3 to 5 years of sponsored project or other relevant experience.</p>
<p>Grant Officer (075800) (non-exempt) (C Level)</p>	<p>Serves as primary resource contact for staff and others needing grant administration guidance both pre- and post-award. Assists manager in setting priorities for specialists and monitors to meet organization and agency deadlines. May assign work and review the work of other grant administration staff. Reviews all budget and matching fund information for accuracy and compliance. Conducts audits for pre- and/or post-award activities relating to grants and contracts. Supervises other grant specialists in manager's absence. Represents the manager or department in meetings. May be delegated signing authority for agreements and purchases. Reviews and negotiates contracts and sub-contracts. Reviews compliance with university and sponsor requirements for compliance issues such as human subjects, animal care, classified research and biohazards. Works with principal investigators to determine the distribution of indirect costs on awards. Assures university and federal standards for management of sponsored project funds. Trains departmental staff and researchers in grants administration, research foundation policies and sponsor guidelines (expenditures must be reasonable, allocable, allowable). Assists in the development of policies. Communicates with investigators and sponsors to resolve complex grant administration problems/issues. Gathers compliance information and prepares reports for submission to sponsors. Requires a bachelor's degree or 5 years or more of sponsored project or other relevant experience.</p>