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# Example of Research Program Manager Job Description

Our company is growing rapidly and is hiring for a research program manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for research program manager

* Formulate and upon approval, administer research program budgets
* Prepare operational plans for assigned programs, direct and monitor program activities relative to plan
* Conduct follow-up efforts to determine if program/project objectives were met
* Coordinate the procurement of equipment, materials and supplies required for program development and completion
* Establish and maintain viable relations with representatives from sponsoring organizations
* Plan and supervise activities of support staff
* Pre-award and Post-award grant management including compilation and submission of proposal, of deliverables upon receiving the award
* Coordinate IRB submission and renewal activities to support project objectives
* Event planning and coordination and communication with stakeholders
* Contribute to and inform strategic program/entity planning and related funding and financial sustainability

## Qualifications for research program manager

* Assures quality and safe patient care
* Cultivate and support positive relations between the UW, FLDC members, nondominant families and communities, and the broader field of family engagement at a national level
* Nurture strategic partnerships and research-practice activities with FLDC partners
* Attend research activities and professional and community events to represent the project and learn about diverse nondominant community needs and opportunities
* Manages communications among all funded Network partners, and serves as the primary resource for all program administration tasks
* Coordinates all logistics for meetings, conferences and webinars manages all business update communications, both regularly scheduled and ad-hoc