

The background of the slide is a photograph of a large, three-dimensional sculpture of the letter 'U' at the University of Miami. The sculpture is made of a light-colored material, possibly stone or concrete, and is set on a paved plaza. In the background, there are trees and a building. The entire image is overlaid with a semi-transparent orange filter. The text 'UNIVERSITY OF MIAMI' is centered horizontally and positioned above the title.

UNIVERSITY OF MIAMI

Associate VP, Research Administration

ABOUT THE ORGANIZATION

UNIVERSITY OF MIAMI

The University of Miami is one of America's top research universities located in one of the most dynamic and multicultural cities in the world. More than 19,000 students from around the world are pursuing their academic goals at the University of Miami, a vibrant and diverse community focused on teaching and learning, the discovery of new knowledge, and service to the South Florida region and beyond.

Established in 1925 during the region's famous real estate boom, the University comprises 12 schools and colleges and more than 3,600 faculty serving undergraduate and graduate students in nearly 350 majors and programs.

With more than \$500 million in research and sponsored program expenditures annually, the University of Miami is a member of the prestigious Association of American Universities (AAU). AAU membership recognizes the quality and breadth of the University's research, graduate education programs. While the Miller School of Medicine is the leading producer of research, investigators conduct hundreds of studies in other areas, including marine science, engineering, education, nursing studies, and psychology.

KEY UNIVERSITY OF MIAMI FACTS

- Made 21 commitments in 2023 for newly endowed positions as part of the University's Centennial Talents.
- Awarded a \$5 million Sherman Fairchild Foundation grant to support the Platform for Excellence in Teaching and Learning to provide a boost for teachers (2023).
- \$760 million in external research grant funding across medical and academic enterprises (2023).
- U.S. News & World Report named three School of Nursing and Health Studies programs on its 2024 Best Nursing Schools list—Master of Science in Nursing (No. 27), Bachelor of Science in Nursing (No. 39), and Doctor of Nursing Practice (No. 31). The school also is ranked No. 16 in National Institutes of Health funding.
- U.S. News & World Report placed the following graduate programs in the top tier: clinical psychology, No. 18; physical therapy, No. 11; health care management, No. 32; and earth sciences, No. 47.
- U.S. News also ranked several School of Law programs, including clinical training, No. 30; international law, No. 29; and environmental law, No. 36.
- Poets&Quants ranked Miami Herbert Business School No. 1 in Florida and No. 22 in the nation on its Best Undergraduate Business Schools of 2024 list.
- The Frost School of Music was again listed among Billboard's top music business schools.
- The School of Communication is No. 14 on the Broadcast Education Association's Top Winning News Programs and No. 21 on The Wrap's Top Film Schools list.
- The University, which recently opened a Veterans Resource Center on the Coral Gables campus, earned a spot on the Military Support Colleges of Distinction list.

CAMPUSES

Coral Gables Campus:

The Coral Gables Campus is located on a 240-acre tract in the City of Coral Gables and serves as the primary home for the Colleges of Arts and Sciences and Engineering, as well as the Schools of Architecture, Business, Communication, Education & Human Development, Law, Music, and Nursing and Health Studies.

Medical Campus:

The Medical Campus includes the Leonard M. Miller School of Medicine and consists of 70 acres within the University of Miami/Jackson Memorial Medical Center complex. The Medical Campus includes the University of Miami Health System (UHealth), which comprises nationally ranked institutions including Bascom Palmer Eye Institute (No. 1), neurology/neurosurgery (No. 25), and UHealth Tower (No. 3 hospital in South Florida and No. 9 in Florida). It is also home to the only NCI-designated cancer center in South Florida, Sylvester Comprehensive Cancer Center. The Miller School faculty conduct more than 1,600 research projects, with \$185 million awarded in NIH grants in total projects for FY24.

Marine Campus:

The Rosenstiel School of Marine, Atmospheric, and Earth Science is located on an 18-acre waterfront campus on Virginia Key in Miami-Dade County, on Biscayne Bay. It is the only subtropical research institute of its kind in the continental United States. Founded in 1943, the Rosenstiel School has grown into one of the world's premier earth science research institutions.

Richmond Facility:

The Richmond Facility, established in 2001, is a 76-acre site that houses research facilities for the Rosenstiel School's Center for Southeastern Tropical Advanced Remote Sensing (CSTARS) and the Richmond Satellite Operations Center.

Additionally, the Frost Institute for Data Science and Computing has two supercomputers, including Triton, one of the top academic supercomputers in the United States.

COLLEGES AND SCHOOLS

School of Architecture

The mission of the [School of Architecture](#) is to prepare students for professional leadership and lifelong learning in architecture, urbanism, and related fields; to advance knowledge and technology through research and creative practice; to deploy expertise and technology through professional engagement, real-world applications, and community service; and to promote the goals of environmental responsibility, social equity, and economic sustainability. The School of Architecture enrolls over 600 students, including 80 percent undergraduate and 20 percent graduate students. There are about 97 full- and part-time faculty members, plus a professional staff of 16 who educate and support students. More than 50 percent of the school's students participate in study-abroad programs based in Europe, Asia, the Caribbean, and Latin America.

College of Arts and Sciences

Spanning a broad range of disciplines, including sciences, arts, social sciences, and humanities, the [College of Arts and Sciences](#) is committed to the enduring values of interdisciplinary liberal arts education. Offering the benefits of a large research institution and the personal attention of a small liberal arts college, we attract the brightest students and faculty to create a world-class education and cutting-edge scholarship. Research efforts at the College of Arts and Sciences are led by an impressive faculty, which includes leading scientists, prize-winning literary, visual and performing artists, editors of prominent journals, and members of government review boards. In fall 2024, a total of 4,402 students were enrolled in the College of Arts and Sciences.

Miami Herbert Business School

Founded in 1929, [Miami Herbert Business School](#) is a leader in preparing individuals and organizations to excel in the complex, dynamic, and interconnected world of global business. The school's mission is to develop innovative ideas and principled leaders who transform global business and society. It offers undergraduate, master's, doctoral, and executive education programs to 4,469 students.

School of Communication

The [School of Communication](#) offers 10 undergraduate and 10 graduate degrees and hosts cutting-edge film and media production facilities, broadcast studios, smart classrooms, and computer labs. Our commitment to innovation and excellence ensures our students have access to the latest technology and resources to thrive in their studies and beyond. The School of Communication currently enrolls 1,266 students.

School of Education and Human Development

The [School of Education & Human Development](#) consists of three departments: Educational and Psychological Studies, Kinesiology and Sport Sciences, and Teaching and Learning. Each department has unique and distinctive features. Educational and Psychological Studies focus on emotional health and psychological factors; Kinesiology and sports sciences promote physical wellness, fitness, and sport; and Teaching and Learning fosters intellectual and educational development. The school enrolls 1,272 students.

College of Engineering

The [College of Engineering](#) is dedicated to educating engineers to deal with the major issues of society over the next generation--enhancing competitiveness, advancing health care, coming into harmony with the environment, utilizing technology for humankind's benefit, and supporting a sophisticated infrastructure. The goal of the faculty is to prepare students to be employed effectively in manufacturing, consulting, construction, information technology, service industries, and those related to the medical industry and health care, in roles involving planning, design, and implementation at all levels of decision-making. Students are broadly prepared in technical, leadership, and management skills. The College of Engineering has six departments: Biomedical Engineering; Chemical, Environmental, and Materials Engineering; Civil and Architectural Engineering; Electrical and Computer Engineering; Industrial and

Systems Engineering; and Mechanical and Aerospace Engineering. The college enrolls 1,238 students.

School of Law

The mission of the [School of Law](#) is to foster the intellectual discipline, creativity, and critical skills that will prepare its graduates for the highest standards of professional competence in the practice of law in a global environment subject to continual, and not always predictable, transformation; to cultivate a broad range of legal and interdisciplinary scholarship that, working at the cutting edge of its field, enhances the development of law and legal doctrine, and deepens society's understanding of law and its role in society; and to fulfill the legal profession's historic duty to promote the interests of justice. The School of Law currently enrolls 1,237 students.

Rosenstiel School of Marine, Atmospheric, and Earth Science

The [Rosenstiel School of Marine, Atmospheric, and Earth Science](#) is one of the world's leading academic oceanographic and atmospheric research institutions, with 905 students enrolled. The school's basic and applied research interests encompass virtually all marine-related sciences. The Rosenstiel School's main campus is in Virginia Key, FL. It forms part of a specially designated 65-acre marine research and education park that includes two National Oceanic and Atmospheric Administration laboratories, and a dedicated marine and science technology high school. The Rosenstiel School also operates a 78-acre advanced satellite reception and analysis center in southern Miami-Dade County.

Miller School of Medicine

The [University of Miami Leonard M. Miller School of Medicine](#) is an innovative academic institution that empowers students to transform lives and serve our global community. As the No. 1 NIH-funded medical school in Florida, the Miller School of Medicine is advancing cutting-edge discoveries. From a leading genetics/genomics program to contributions in the fields of cellular therapeutics, cancer care, immune therapies, and much more, the Miller School is at the forefront of advancements in translational medicine.

[Sylvester Comprehensive Cancer Center](#) (Sylvester) is South Florida's academic-based cancer center. The Center is a collaboration between [UHealth](#), the University's health system, and the Miller School. Sylvester is home to an expert team of more than 3,160 physicians, researchers, and staff working together to discover, develop, and deliver world-class cancer care. Sylvester offers access to the most advanced clinical trials and cutting-edge therapies. In addition to treatments flowing from faculty labs, Sylvester offers treatments provided through NCI's Cancer Therapy Evaluation Program and National Clinical Trials Network program.

Sylvester has the only phase 1 clinical trials program in South Florida, and it continues to grow. The Center has more than tripled the number of interventional treatment trials since 2012 and offers trials that are not available at any other cancer center in the world. This provides the region with access to novel, new treatments that will form the future of patient care.

The Miller School is the 13th most diverse medical school in the nation, according to U.S. News & World Report, and is committed to recruiting and retaining seminal faculty, clinicians, and students who are leading scientific and social change. With more than 1,800 faculty members, Miller School programs are designed to support interdisciplinary, team-based scientists and physicians.

- \$192 million in NIH research grants in FY24
- 47 centers and institutes
- 1,667 total faculty members
- More than 820 enrolled medical students
- 515 average MCAT score for the Class of 2027
- 100% placement rate in 2024
- No. 1 in dual medical degree graduates nationwide

Blue Ridge Institute for Medical Research, 2023 - Top NIH-funded departments at the University of Miami Miller School of Medicine

- No. 3 – Genetics, with \$44.4 million in NIH funding
- No. 10 – Neurological Surgery, with \$9 million in NIH funding
- No. 10 – Public Health and Preventative Medicine, with \$15.7 million in NIH funding
- No. 15 – Urology, with \$2.1 million in NIH funding
- No. 18 – Dermatology, with \$2 million in NIH funding
- No. 21 – Neurology, with \$15 million in NIH funding
- No. 23 – Otolaryngology, with \$2.5 million in NIH funding

Frost School of Music

The [Frost School of Music](#) seeks to transform lives through the study and performance of music and to enhance music's future as the result of the most innovative and relevant curricula in higher education. The Frost School of Music is devoted to excellence and a culture of collegiality, where diverse musical styles and careers are valued. The Frost School of Music is a community of musicians committed to advanced musicianship for all Frost students across a broad array of majors and programs, awarding three types of undergraduate degrees within 16 major programs. The total enrollment for fall 2024 was 907 students.

School of Nursing and Health Studies

Established in 1948 as South Florida's first collegiate nursing program, the [School of Nursing and Health Studies](#) offers world-class accredited programs in nursing, the health sciences, and public health. Nursing and Health Studies students gain access to a well-established network of over 200 clinical, nonprofit, and global partner sites. School of Nursing and Health Studies faculty members are leading scholars, scientists, and clinicians with advanced degrees in nursing, public health, pharmacology, psychology, medicine, and nutrition. The University of Miami School of Nursing and Health Studies ranks in the nation's Top 5 private nursing schools for National Institutes of Health (NIH) funding in fiscal year (FY) 2024, alongside Ivy League institutions Columbia University and the University of Pennsylvania, as well as Emory and Johns Hopkins Universities.

For NIH research funding to all nursing schools nationwide, the school is No. 11, up five spots from No. 16 in FY 2023. The school remains Florida's No. 1 private NIH-funded nursing school, as it has been every year since 2006, when nonprofit Blue Ridge Institute for Medical Research (BRIMR) began compiling and publishing the annual rankings. Students receive unparalleled hands-on instruction in our five-story, 41,000-square-foot Simulation Hospital Advancing Research and Education (S.H.A.R.E.), a global destination for simulation-based education, research, and life science technology and innovation. A total of 1,476 students were enrolled in fall 2024.

Graduate School

[The Graduate School](#), founded in 1941, is among the most comprehensive in the country. The Graduate School is the central advocate for campus-wide graduate programs while providing strategic leadership for growth and quality. Furthermore, the Graduate School is a resource for graduate students, providing guidance for program offerings, admissions guidelines, dissertation editing and electronic submission, and career preparation.

The University offers 151 bachelor's, 149 master's, and 68 doctoral (63 research/scholarship and five professional practice) programs. In 2023-24, The University awarded 2,974 bachelor's, 1,753 master's, 185 Ph.D., and 112 other doctoral, 409 J.D., 201 M.D., and 102 other professional practice degrees.

SPECIAL PROGRAMS AND RESOURCES OF NOTE

The University of Miami is home to numerous exceptional [programs, centers, and institutes](#), many of which are nationally and globally recognized for their contributions to research, innovation, and patient care. Additionally, [core facilities linked here](#) facilitate the scientific advances University of Miami researchers pursue. The University and the Office of the Vice Provost for Research & Scholarship's [Laboratory for Integrative Knowledge](#) has funded pilot programs that span disciplinary silos and serve critical societal needs. Below are a few distinguished examples that exemplify the University's commitment to excellence and leadership in their respective fields.

Bascom Palmer Eye Institute

U.S. News & World Report and *Ophthalmology Times* consistently rank [Bascom Palmer Eye Institute](#) (BPEI) as the nation's top ophthalmology program. Since U.S. News began surveying physicians 35 years ago, BPEI has been recognized as #1 in the field 23 times. This distinction is a testament to the team of more than 1,300 faculty and staff dedicated to delivering world-class, personalized, and compassionate eye care. While the recognition is significant, the true impact is reflected in the improved vision and quality of life of the patients served.

Diabetes Research Institute

The [Diabetes Research Institute](#) (DRI) is at the forefront of cure-focused diabetes research, striving to restore natural insulin production and normalize blood sugar levels without additional risks. As one of the largest and most comprehensive research centers dedicated to diabetes, the DRI is aggressively pursuing innovative biological approaches to curing the disease, making it a global leader in the field.

Hussman Institute for Human Genomics

The [John P. Hussman Institute for Human Genomics](#) is dedicated to identifying the genetic foundations of human diseases through cutting-edge technologies. With expertise spanning multiple scientific disciplines, the institute collaborates with researchers, medical professionals, and communities worldwide to advance the understanding of genetic disorders. Its scientists were among the first to leverage the Human Genome Project—completed in 2003—and continue to pioneer the use of clinical, molecular, and computational techniques to drive breakthroughs in genomic medicine.

Desai Sethi Urology Institute

The [Desai Sethi Urology Institute](#) is home to one of the largest and most highly regarded urology residency training programs in the country. In addition to training future urologists, the institute offers specialized post-graduate fellowships in areas such as urologic oncology and minimally invasive robotic surgery. While trainees assume increasing responsibility throughout their education, board-certified physicians ultimately oversee patient care, ensuring the highest standards of medical excellence.

CULTURE

Built upon our foundation, the University's resilience and enduring strength rely on our ability to carry out our mission in all areas of endeavor: Academic Core, Health System, Tech Innovation, Athletics, Belonging, and Operational Efficiency. These are our pillars; they are distinct yet interconnected aspects of who we are. Success in one supports, enhances, and helps drive success in others. The University of Miami strives to create an environment where every member of the community has a sense of connection and feels like their contributions are valued.

OFFICE OF RESEARCH ADMINISTRATION

The University of Miami is a rapidly growing research-intensive institution. The [Office of Research Administration](#) works to ensure that the research community receives professional, customer-oriented administrative support and that our extramural sponsors are assured research funds are managed appropriately. The services offered encompass the entire research lifecycle from pre-award to post-award, cost accounting, compliance, education and training, etc. As a part of the [Office of the Vice Provost for Research & Scholarship's \(OVPRS\) team](#) of more than 200 professionals, the Office of Research Administration routinely collaborates with the Research Regulation, Integrity, and Evaluation team as well as the Finance and Administration (FAA) team, and the Division of Veterinary Resources (DVR). The OVPRS's goal themes for FY2026 are collaboration & engagement, process improvement, and customer success/service. The University of Miami has over 2,600 active awards and over 1,600 active faculty as of May 31, 2025.

The Associate Vice President, Research Administration oversees research activities for the University, including application submissions, contracting, post award activities, research accounting, and compliance activities. In addition, the position liaises with governmental entities and is responsible for indirect cost modeling, rate proposal and negotiations, cost reporting, uniform guidance reporting, audit support, recharge centers, sub-recipient monitoring, space monitoring, and effort reporting. Moreover, the incumbent provides mentorship to applicable staff to support the needs of the University in research administration. The Office of Research Administration is based on the Coral Gables campus.

The University utilizes Workday as its ERP system with the [research systems linked here](#) for complementary research tracking and management systems.

KEY RELATIONSHIPS

Reports to

Vice Provost for Research and Scholarship

Direct reports

Executive Director, Research Administration (Pre-award)
Executive Director, Research Administration (Post-award)
Executive Director, Research Accounting & Cost Analysis
Executive Director, Research Privacy

Other key relationships

[Office of the Executive Vice President for Academic Affairs & Provost](#)
[Leonard M. Miller School of Medicine Leadership](#)
[Sylvester Comprehensive Cancer Center Leadership](#)
[Rosenstiel School of Marine, Atmospheric and Earth Science Leadership](#)
[College of Engineering Leadership](#)
[School of Nursing and Health Studies Leadership](#)
[College of Arts and Sciences Leadership](#)
[Department of Psychology Leadership](#)
[School of Education and Human Development Leadership](#)

VICE PROVOST FOR RESEARCH AND SCHOLARSHIP



Dr. Alcaide is an Infectious Diseases physician scientist and faculty member of the University of Miami for over 15 years. Throughout her career as a clinician and researcher, Dr. Alcaide has provided scientific and administrative oversight to numerous multidisciplinary research studies focused on HIV and other emerging infections in the U.S. and other international settings. Dr. Alcaide has served as a principal investigator on large number of NIH-funded studies. Her research portfolio in 2022 was over \$10 million, and she is among the top funded NIH scholars. She provided exceptional leadership as Director of Clinical Research since 2020 at the Miller School of Medicine and has been Vice Provost for Research and Scholarship since January 2024. She is the former director of the Miami CTSI and the Miami Center for AIDS Research mentoring programs, and plays a critical role in mentoring junior investigators, with a focus on women and underrepresented groups. As the Vice Provost for Research and Scholarship, she oversees the University's burgeoning research portfolio including the Office of the Research Administration and the development of University-wide scholarship initiatives.

KEY OPPORTUNITIES FOR THE ASSOCIATE VICE PRESIDENT

The Associate Vice President will develop and lead a high-performing team and transform research administration at the University of Miami. The Associate Vice President will be responsible for driving operational excellence and strategic innovation within one of the nation's fast-growing and dynamic research ecosystems. This is an exceptional opportunity for an experienced and visionary leader to elevate the

University's research administration infrastructure in alignment with its rapidly growing research ambitions. The AVP's foremost opportunities for impact include:

Strategic Leadership Rooted in Operational Excellence

Reporting to the Vice Provost for Research & Scholarship, the AVP will lead a large, multifaceted team within the Office of Research Administration (ORA), overseeing pre-award, post-award, compliance, contracting, and research systems. The AVP will bring a deep understanding of federal regulations, institutional compliance, and sponsor expectations, while also guiding efforts to enhance service delivery and operational efficiency. With research expenditures exceeding \$500 million annually, the University of Miami is seeking a leader who can scale operations, adapt to evolving regulatory demands, and serve as a trusted advisor to both investigators and administrators.

The AVP will assess and refine staffing structures, align talent with mission-critical functions, and champion professional development and career advancement across all levels of the team. A strong focus on mentorship, continuous training, and performance management will be crucial to maintaining a high-functioning and engaged workforce that consistently delivers high-quality service to the research community.

Driving Process Innovation and Institutional Readiness

This is a time of rapid change in the national research landscape—marked by increased competition for funding, evolving sponsor requirements, and heightened expectations for speed, transparency, and accountability. The AVP will take a proactive approach to assessing research administration systems and processes, ensuring compliance while enabling growth. Key responsibilities will include ensuring a high degree of responsiveness and support for Principal Investigators, strengthening data analytics and reporting capabilities, leading the implementation of new technologies, and, importantly, instituting clear performance metrics to track outcomes and drive continuous improvement.

In partnership with leadership across the Office of the Vice Provost for Research & Scholarship (OVPRS), the AVP will anticipate emerging challenges, promote effective risk management strategies, and foster an environment of operational agility that allows the institution to pivot quickly in response to opportunities or change.

Fostering Collaboration Across Campus and Beyond

The AVP will serve as a collaborative and visible campus leader—working closely with deans, associate deans for research, department chairs, faculty, and administrative teams across the University's 12 colleges and schools, three campuses, and multiple research centers and institutes. As a relationship-builder and service champion, the AVP will prioritize active engagement with researchers, facilitate problem-solving, and promote a customer-focused approach to research support. Sustained partnership and collaboration with the Office of Enterprise Project Management and Strategy and Transformation Office colleagues will be important for the long-term success of the University's research enterprise.

Externally, the AVP will represent the University in national forums, engage with peer institutions and government agencies, and stay abreast of best practices and policy shifts. Building strong partnerships with federal sponsors, industry collaborators, and foundations will be essential to broadening the institution's research portfolio and ensuring alignment with national trends and expectations.

Advancing a Culture of Excellence and Innovation

The AVP will set the tone for a research administration culture that is inclusive, professional, and forward-thinking. By investing in people, clarifying roles and expectations, and communicating a shared vision, the AVP will unite the team around common goals and create an environment where innovation thrives. The placement will balance strategic priorities with day-to-day responsibilities, ensuring that the Office of

Research Administration not only meets its core obligations but also becomes a catalyst for research success at the University of Miami.

Positioned for Growth

As the University of Miami continues to invest in expanding its research infrastructure—including new facilities, cross-disciplinary initiatives, and partnerships across South Florida and beyond—the AVP will play a critical role in shaping the future of research administration. This includes identifying areas for long-term investment, advocating for the resources necessary to meet growing demands, and helping position the institution as a national leader in research excellence and impact.

QUALITIES AND CHARACTERISTICS

As further highlighted below, this critical position requires a dynamic, passionate, entrepreneurial, and experienced leader with a proven track record across the spectrum of research operations. The successful candidate for Associate Vice President must possess extensive experience with grants and contracts and research administration. This role will require a broad background, including research sponsored by government agencies as well as private for-profit and not-for-profit organizations. The ideal candidate will possess many of the following qualities and characteristics:

- Progressive leadership experience in research administration within a major research university, federal agency, or a sponsored research organization, including business and management experience.
- Strong background in leading teams through organizational and process transformation and related change management success.
- Demonstrated commitment to delivering high-quality, customer-focused research administration services.
- Ability to lead, motivate, develop, and train others.
- Demonstrated leadership in applying data analytics and artificial intelligence tools to improve research administration operations.
- Extensive knowledge in the administration of federal grants and contracts, industry-sponsored research, and clinical trial agreements.
- Demonstrated expertise in the development, implementation, and optimization of federal grants management information systems and enterprise financial systems.
- Excellent interpersonal and collaboration skills.
- Experience designing and delivering comprehensive training programs to diverse institutional audiences.
- Deep experience in drafting, interpreting, and implementing research policy, particularly in alignment with federal funding agency requirements.
- Enjoy working in a fast-paced and challenging environment, and with all levels of staff.
- Ability to direct, manage, implement, and evaluate department operations.
- Active engagement with national organizations such as NCURA, COGR, and AAU, with a consistent record of professional contribution.
- Exceptional communication and presentation skills, both verbally and in writing.

KEY RESPONSIBILITIES

- Leads the research administration team in providing faculty and other stakeholders responsive, timely, and accurate service in accordance with industry best practices and established key performance indicators.
- Supervises and coordinates activities of all central pre and post award staff in the advancement of the University Research enterprise.
- Fosters a culture of collaboration and accountability across the team.
- Coordinates with other University entities, external consultants, and governmental units including representation to the Council on Governmental Relations and the Federal Demonstration Partnership.
- Maintains senior management awareness of work plan progress.
- Trains Schools/Departments for roles and responsibilities for Research Administration.
- Consults and advises Schools on research administrative staff including staff reviews.
- Develops governmental recovery rates for sponsored research, administrative fees, and other rates charged to sponsored projects.
- Serves as key liaison and lead rate negotiator with relevant government agencies.
- Monitors data collection for the audit required under applicable requirements and resolves issues arising out of audit.
- Ensures research activities that involve a service and /or recharge center are compliant with University policy, including review and approval of new service center requests to the Core Advisory Committee.
- Coordinates risk assessments for new sub-recipients.
- Oversees and maintains the University's space survey for purposes of Facilities and Administrative Cost rate development.
- Ensures internal control oversight and compliance with laws and regulations, safeguarding of assets, compliance with University policies and procedures, reliability of internal and external reporting, and efficiency and effectiveness of operations. Creates an effective control environment, conducts risk assessment, and implements and monitors controls.
- Develops and oversees strategy for research administration at the University, including associated policies, procedures, systems and support.
- Acts as the expert on regulations (including the Uniform Guidance and the FAR), agreement terms, and Institute policies, practices, and priorities regarding pre-award activities; communicates these to research administrators.
- Responsible for review, reporting, and analysis to aid senior leaders in strategic planning and decision making as it relates to the research enterprise.
- Responsible for overall analysis of the research portfolio to be reported upward to the Provost.
- Cultivates relationships and communicates regularly with research administration officials at UM and Jackson Memorial Hospital, one of the largest not-for-profit health systems in the United States.
- Oversees administrative research compliance. Ensures full partnership of research administration in the University's research compliance program and works closely with the University's Disclose Profile system to ensure overlap and integration across the research continuum.
- Collaborates with appropriate institutional stakeholders, develops and implements education and training programs for investigators, research staff, administrators, and others in the research community on relevant topics, including but not limited to: proposal development, grant budgets, contract budgets, research systems, federal regulations, research data management, etc.
- Leads continuous process improvement for the research operations environment by partnering with other University departments to streamline and align on the many facets of the research

administration organization: Business Services, Purchasing, Finance, Privacy and Data Security, IRB/Human Subject Research Office, General Counsel, Enterprise Business Solutions and Information Technology, Technology Transfer, Development & Alumni Relations, and HR.

- Develops new and revises existing policies and processes for research administration that are PI-centric, efficient, and transparent for all relevant stakeholders.
- Represents research administration through service on institutional, state, and national stakeholder groups.
- Increases efficiency and service through use of electronic research administration systems, enterprise resource planning systems (i.e., Workday), and tools.
- Collaborates with Development & Alumni Relations to ensure fluidity in the management of grants and contracts awarded by non-governmental agencies, private corporations, and foundations.
- Develops the internal training mentoring program for ORA staff, with clear expectations, metrics/benchmarks, and career paths.

CONTACT

Salary is competitive and commensurate with experience. Evaluation of candidate materials will begin immediately and continue until a new Associate Vice President is named. Interested candidates should apply using the [Talent Profile](#).

Inquiries and nominations may be sent in confidence to:



Jim Sirianni, Managing Director
Mark Halligan, Senior Associate
DSG | Storbeck
umiamiavpresearch@storbecksearch.com

EQUAL OPPORTUNITY

It is the policy of the University to provide equal opportunity to all applicants and employees. The University prohibits discrimination on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, genetic information, national origin, age, disability, marital status, familial status, citizenship status, or other protected classification. This prohibition includes harassment based upon any of the aforementioned protected classifications, including sexual harassment and sexual misconduct. The University also prohibits retaliation against anyone who files a complaint of discrimination; anyone against whom such a complaint is filed; or anyone who participates in an investigation of such a complaint.