
Job Title	Investigator Development Core Manager
PVN ID	MD-2410-006531
Category	Research
Location	CUNY SCHOOL OF MEDICINE
Department	Office of Research
Status	Full Time
Annual Salary	\$54,715.00 - \$91,190.00
Hour(s) a Week	35
Closing Date	Dec 30, 2024 (Or Until Filled)

General Description

The CUNY School of Medicine (CUNY MED) is the only medical school in the City University of New York (CUNY) system. Our innovative curriculum allows students to complete their undergraduate Bachelor of Science (BS) and Doctor of Medicine (MD) degrees in seven years. The CUNY School of Medicine also offers a Master of Science in Physician Assistant Studies (PA). Our mission is to provide access to medical education to talented individuals from social, ethnic, and racial backgrounds who are historically underrepresented in medicine and to develop health professionals committed to practicing in underserved communities with a special emphasis on primary care and reducing health disparities.

As the recipient of a Research Centers in Minority Institutions (RCMI) U54 Cooperative Agreement, CUNY MED has established the NYCenter for Minority Health Equity, and Social Justice (NYC-MHESJ), whose mission is to address and advance the science of health disparities affecting racial/ethnic minorities and underserved communities in New York City. The NYC-MHESJ is aligned with the National Institute on Minority Health and Health Disparities (NIMHD) vision to advance the science of minority health and health disparities research by developing & strengthening the research infrastructure to conduct state-of-the-art research and foster the next generation of underrepresented scientists and enable them to engage in rigorous, mentored research experiences focused on diseases that disproportionately affect minority populations experiencing health disparities.

Under the general supervision of the RCMI NYC-MHESJ Multiple Principal Investigators (MPIs) and reporting directly to the Investigator Development Core (IDC) director, the Project Manager (PM) supports the coordination of the IDC Pilot Project & mentoring programs. The IDC Project Manager will facilitate and organize all Core Directors and Early-Stage Investigators meetings. The IDC PM will facilitate the production & dissemination of funding opportunity announcements and assist in identifying prospective mentoring committee members & reviewers for submitted research project documents. The IDC PM will assist in the coordination of research project reviews in conjunction with the CUNY MED Office of Research, RFCUNY Pre-Proposal Support Office, RCMI editing core, Internal Advisory Board, and any relevant regulatory affairs committees for the eventual submission of final proposals to NIMHD. The project manager will facilitate activities to complement IDC core career development through interactions with RCMI external partners such as The

Rutgers University Clinical Science & Transitional Awards Center and the Einstein-Rockefeller-CUNY Center for AIDS Research. The PM will contribute to IDC mentoring initiatives to advance early-stage investigators from pilot project funding to the award of externally funded grants by facilitating biostatistical consultations and coordinating & organizing meetings with mentoring & review committees. The goal of the IDC is to award five research pilot projects to postdoctoral fellows and assistant professors of the CUNY School of Medicine and CUNY Schools per year. To this end, the Scientific Review Committee will select applications from junior investigators of the CUNY School of Medicine and Schools of the CUNY system who submitted applications to the IDC. The IDC will train and find expert mentors for IDC investigators and foster the career development of pilot project awardees to achieve the goals of their research projects and publish papers in scientific journals. The expectation is that every IDC awardee will publish papers and submit competitive grant applications to NIH to secure extramural grant support. The IDC manager is expected to work closely with the IDC Director and IDC Associate Directors to achieve the IDC goals. The IDC manager also facilitates interactions between the IDC and all Cores of the Center.

Other Duties

- Facilitate the production and timely dissemination of funding opportunity announcements
- Coordinate and facilitate the scheduling of meetings between IDC Core Directors and early-stage investigators
- Organize & compile early-stage investigators' submitted research project documents and assist in identifying prospective mentoring committee members & reviewers
- Coordinate research project reviews in conjunction with various CUNY & RF administrative offices
- Facilitate biostatistical consultations and organize meetings with mentoring & review committees to support IDC mentoring initiatives
- Facilitate activities to complement IDC career development through collaboration with RCMI external partners
- Prepare monthly IDC reports to be presented by the IDC Director to the NIH Program officer via PowerPoint presentations listing the following activities:
 - Operational activities of the IDC; name of expert mentors and their affiliations; name of pilot project awarded investigators their research titles; special research needs of investigators; research results for the investigators, including meeting presentations, planned grant submissions, submitted manuscripts, published papers, grants awarded to pilot project investigators, community engagement activities of the pilot project investigators; membership of investigators with national mentoring organizations; activities with RCMI Consortium;
 - Release the pilot project RFA calling for applications through the CUNY system; report the pool of applicants from the CUNY system to IDC, including race, ethnicity, and gender; selection of pilot project investigators; prepare presentations of RCMI IDC seminars through all schools of the CUNY system
- Assist in preparing IDC Core data (scientific meeting presentations, publications, grants submitted, and grants funded) as required for annual NIH progress reports)
- Communicate with the other Core Program Managers as needed
- Performs other duties as assigned

Qualifications

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- A Master's Degree in a relevant field of study from an accredited institution and at least three to six (3 - 6) years of additional research administration experience pertinent to the scope and complexity of large research grants; OR
 - A Ph.D. in a relevant field of study from an accredited institution, a record of research, publishing, and scholarship, and at least (2) years of additional research administration experience pertinent to the scope and complexity of large research grants; OR
 - A background in research administration and an equivalent record of successful administration of research consistent with the subject, scope, and complexity of large research grants; AND
 - Possession of the core competencies required at the time of hire; AND
 - Timely availability to begin and direct the project core; AND
 - Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration.

Core Tasks And Competencies:

- Possess a clear understanding of fostering the career development of junior investigators to be successful
- Knowledge of management of a large program project, as evidenced by previous work experience
- Ability to assist Core Directors and other staff in managing IDC activities consistent with the requirements of the grant sponsors
- Ability to draft and edit funding opportunity announcements consistent with the scope and nature of the RCMI Investigator Development Core and requirements of the sponsor
- Ability to meet deadlines and work within budget constraints
- Ability to exercise intellectual leadership in resolving issues, re-conceiving, and bringing to the attention of the IDC core directors for redirecting project activities if needed
- Ability to integrate Investigator Development Core functions with other RCMI Core Program Managers to resolve conceptual or practical issues and ensure a strategy for overall project success
- Ability to work effectively with staff, associates, and internal and external constituents
- Be a proactive leader and a team member to achieve the goals of the IDC and the RCMI
- Expertise with Microsoft suite including Word, Excel, and PowerPoint