
CAL POLY POMONA

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

DIRECTOR, OFFICE OF RESEARCH AND SPONSORED PROGRAMS

THE UNIVERSITY: Cal Poly Pomona is one of two polytechnic universities in the 23-campus California State University system, and one of only seven such institutions nationally. Located 30 miles east of Los Angeles, the university is in one of the most dynamic economic and cultural regions of the country. The University is noted for its scenic and historic 1,400-acre campus, once the winter ranch of cereal magnate W.K. Kellogg, located within an hour's drive of beaches, mountains, and desert. The University's 23,000 ethnically diverse students are enrolled in 51 baccalaureate and 30 master's degree programs, 11 credential and certificate programs, and a doctorate in Educational Leadership with approximately 1,200 faculty. For additional information about the University, please visit our website at <http://www.cpp.edu>.

THE POSITION:

The Director reports to the *Associate Vice President (AVP) for Research, Innovation, and Economic Development*. The Director will oversee the Office of Research and Sponsored Programs and is responsible for managing all aspects of pre-award grants, industrial contracts, various agreements such as Material Transfer Agreements, Non-disclosure Agreements, Inter-institutional Agreements, Licensing Agreements etc. The Director serves as a central expert on all aspects of proposal development, federal agency regulations (Uniform Guidance) interpretation and implementation and requirements of specific funding programs, leading the development and delivery of educational programs for the campus community on funding opportunities, competitive proposal development, guiding the development of large multi-disciplinary, multi-institutional proposal development and/or creation of intellectual property. The Director offers guidance and direction on industrial contracts related to business contract terms, intellectual property terms in a broad spectrum of agreements. Develops strategies for growing the external funding for research and develops and recommends policies for an efficient operation as it relates to the pre-award, post-award administration and technology transfer.

DUTIES AND RESPONSIBILITIES:

The Office of Research and Sponsored Programs (ORSP) is a component of the Office of Research, Innovation and Economic Development (ORIED) within Academic Affairs reporting to the Provost and Vice President for Academic Affairs. ORSP provides leadership to support the University's academic units, i.e., the colleges, schools, and departments, individuals and groups of faculty and staff. The Director of ORSP is responsible for assisting faculty and staff with proposal budget development and other administrative requirements of the proposals, interpretation of the sponsor guidelines, review and negotiation of agreement terms, including business and Intellectual Property (IP) terms, preparation of sub-agreement documents, final submission of proposals, and post-awards management. ORSP serves as a central office for the campus for identifying funding opportunities from a broad spectrum of sources, foundations and industry to support research, scholarship and creative activities and negotiate industrial contracts involving the creation of intellectual property, protecting and licensing.

The Director will be an inspiring and innovative leader with a proven capacity to lead the University in growing its research culture, grants and contracts, and increasing accessibility to partners in a way that stimulates interdisciplinary scholarship, innovation and partnerships. The Director:

- Manages and directs all aspects of the pre-award and the non-financial post-award administration activities for grants and contracts. Reviews all grants and contracts for terms that are designed to protect the rights of the institution and compliance with federal regulations or sponsor requirements or guidelines prior to submission. Identifies issues of importance for consideration to higher level

administrators such as accuracy of budget, other comments on behalf of the institution including matching funds, release time, risk management, more than usual space needs etc..Develops effective strategies for increasing external funding for the institution, technology transfer negotiations.

- Manages and supervises ORSP staff, mentors, motivates, evaluates performance and guide staff to support professional growth and knowledge base. Encourages and maintain working environment that supports diversity, team effort, and customer service philosophy. Prepares and delivers staff performance reviews.
- Encourages scholarship, innovation, entrepreneurship and partnership on campus and advocates for the resources to grow the research enterprise. Supports and promotes a teacher-scholar model that values quality teaching and the importance of faculty and student engagement in research.
- Facilitates and supports CPP research enterprise by reviewing and negotiating a variety of contracts and agreements including the following: Sponsored Research Agreements, Consortium Agreements, Cooperative Research Agreements, Memorandum of Agreement and Memorandum of Understanding, Material Transfer Agreement, Non-Disclosure Agreements, Licensing Agreements and other as needed. Reviews, interprets, analyses and advises on legal terms in agreements.
- Responsible for assisting the AVP of ORIED in creating and maintaining institutional policies and procedures related to research and sponsored projects. Translates goals and policies into operational plans and procedures, participates in strategic planning and setting priorities.
- Develops strategies to identify and support multi-disciplinary teams for multi-million dollar and possibly multi-institutional proposal development efforts with a goal to grow external research funding.
- Facilitates collaborative relationships with other units, such as colleges, the CPP Foundation, Faculty Development Center, and IT. Develops and supports programs and activities that stimulate faculty and staff engagement in seeking external funding to support research and scholarship.
- Conducts faculty/professional development workshops and training programs related to funding sources, competitive proposal development and agreements.
- Ensure compliance with sponsor as well as state and the university guidelines for proposals.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- A masters degree in a relevant discipline or MBA.
- Five (5) years experience in sponsored research or research administration (Pre- and post-award).
- At least two (2-3) years experience supervising grants/contract professionals in a higher education setting or a research institute.
- Demonstrated success in pre- and post-award activities, including supporting investigators from STEM disciplines to humanities and the Arts.
- Working knowledge of federal sponsoring agencies' programs and regulations, policies and procedures as well as OMB Circulars (Uniform Guidance and FAR) and some working knowledge of technology transfer.
- Knowledge of intellectual property rights and technology transfer.
- Excellent oral and written communication skills, financial analytical and negotiation skills.
- Knowledge of business and contract law and negotiation experience.
- Experience with electronic research administration tools like online databases, Fastlane, other proposal submission portals, internet resources, spreadsheets, and complex databases.
- Ability to work effectively with faculty and staff and communicate effectively with a diverse campus community.
- Effective and collaborative leadership style and excellent interpersonal skills.
- Commitment to professional ethics and integrity, ability to create an environment of collegiality within the office and with the campus community.
- Working knowledge of and sensitivity to cultural differences and other impact on learning styles and organizational behavior.

PREFERRED QUALIFICATIONS:

- Knowledge of intellectual property and technology transfer terms in agreements and negotiation experience.
- Experience in research and sponsored programs at a college or university.
- Relevant certifications such as Certified Research Administrator (CRA), Certified Pre-award Research Administrator (CPRA), or Certified Financial Research Administrator (CFRA).

CONDITIONS OF EMPLOYMENT:

- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. <http://www.calstate.edu/eo/EO-1083.html>.
- A background check must satisfactorily be completed before a candidate can be offered this position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for this position. The background check consists of the following: Employment and education verifications, reference checks, and checks of the following systems and databases:
National Social Security Number/Address Locator, Felony/Misdemeanor, National Criminal Database, Federal Criminal, Department of Motor Vehicles, Credit Check, and National Sex Offender Registry.

NOMINATIONS AND APPLICATIONS:

While applications and nominations will be accepted until a new Director is selected, interested parties are encouraged to send their materials to our consultant at the address below by Monday, January 30, 2017 to assure optimal consideration.

Application materials should include a current resume, a letter of application addressing how the applicant meets the qualifications listed above, and contact information for five current references.



Emy Peña, Partner
Storbeck/Pimentel & Associates
6512 Painter Avenue
Whittier, CA 90601
Electronic submissions are preferred. Please email us at epsearch@storbeckpimentel.com Code: CPP-DRSP

*For a confidential inquiry or nomination contact
Ms. Peña at 562-360-1612*

APPOINTMENT DATE/SALARY: The University seeks to have the Director of Research and Sponsored Programs in place on or about March 13, 2017. Salary is commensurate with qualifications and experience. The position includes a very attractive benefits package.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER: California State Polytechnic University, Pomona is an Equal Opportunity, Affirmative Action Employer. The university seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the university, and to offer our students richly varied disciplines, perspectives, and ways of knowing. Cal Poly Pomona subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, and covered veteran status. The university hires only individuals lawfully authorized to work in the United States. As required by the Clery Disclosure Act, the university's annual security report is available at <http://www.cpp.edu/~police/annual-security-report.shtml>.