

# **Grant Management Career Ladder** ***(General Business Model)***

The Grant Management Career Ladder at UAB establishes a structured pathway for professionals who support the development, submission, administration, and oversight of sponsored research and other externally funded activities across the university. Spanning roles from Grant Management Specialist to Director-Grant Management, this ladder promotes the progressive development of expertise in research administration, sponsor compliance, project coordination, financial stewardship, and faculty support. At the foundation, grant management professionals assist investigators and research teams with proposal preparation, submission activities, and pre-award processes while ensuring adherence to sponsor and institutional requirements. As employees advance through the ladder, they assume increasing responsibility for managing complex grant portfolios, advising faculty on funding opportunities and proposal strategies, overseeing pre- and post-award operations, and driving process improvements. At the leadership levels, managers and directors provide operational and strategic oversight for grant management services, develop systems and workflows that support the full grant lifecycle, and partner with institutional leaders to advance UAB's research mission through effective, compliant, and service-oriented grant administration.



## Grant Management Specialist

A Grant Management Specialist supports the grant development and submission process for academic units by assisting faculty and research teams under the guidance of senior grants staff; works collaboratively with investigators and team members to help move grant proposals forward in a timely and organized manner; assists with pre-award activities for assigned units by following established processes and ensuring required sponsor and institutional guidelines are met; helps faculty and principal investigators with pre-award tasks, including preparing proposal documents, entering information into submission systems, and coordinating proposal submissions; reviews funding opportunity announcements, identifies deadlines, and assists with basic proposal planning and tracking activities; uses tracking and productivity tools to help monitor proposal progress and maintain accurate records of pre-award activities; communicates effectively with faculty, staff, and research partners to support day-to-day pre-award operations; assists unit leadership and senior staff with research development efforts by completing assigned tasks and supporting pre-award service activities; and helps maintain proposal tracking tools and assist with compiling reports related to grant submissions and funding outcomes.

### EDUCATION/EXPERIENCE

Bachelor's degree in a related field required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G333	Exempt	Eligible	Individual Contributor

## Grant Management Specialist Senior

A Grant Management Specialist Senior serves as a key member of a grants support team responsible for coordinating grant development and submission activities for assigned academic units and faculty; maintains effective working relationships with investigators by providing guidance and support throughout the pre-award process; manages pre-award research activities for assigned departments by providing technical expertise and ensuring compliance with sponsor requirements and institutional policies and procedures; partners with faculty during the grant development phase by supporting project planning, budget development, preparation and review of proposal documents, completion of sponsor forms, and coordination of institutional submissions; reviews funding opportunity announcements, assesses relevance to investigator research interests, and identifies sponsor deadlines to support timely proposal development; develops and monitors proposal timelines and planning activities using productivity tools to support effective resource utilization across pre- and post-award services; provides training, presentations, and guidance related to grant development while identifying institutional and external resources available to investigative teams; and supports unit strategic objectives by assisting with reporting, data tracking, and continuous improvement efforts related to grant activity and outcomes.

### EDUCATION/EXPERIENCE

Bachelor's degree in a related field and three (3) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G355	Exempt	Eligible	Individual Contributor

## Grant Management Specialist Lead

A Grant Management Specialist Lead serves as a lead member of a grants support team with responsibility for leading and coordinating the full grant development and submission lifecycle for assigned academic units and faculty; builds and maintains strong advisory relationships with investigators by providing strategic guidance and subject matter expertise across pre- and post-award activities; oversees pre- and post-award research operations for a portfolio of departments by ensuring compliance with sponsor requirements and institutional policies, procedures, and regulations; partners with faculty to lead the pre-award phase of grant development, including project planning, budget strategy, proposal document preparation, content refinement, submission system management, and coordination of institutional submissions; evaluates funding opportunity announcements and advises investigators on proposal fit, competitiveness, and alignment with research goals and sponsor priorities; develops detailed project management plans and timelines for proposal development, aligning deadlines, responsibilities, and resources to support successful submissions; monitors team workloads, proposal progress, and resource utilization using productivity and tracking tools to support efficient delivery of pre- and post-award services; delivers training and guidance on grant development practices and identifies institutional, federal, and external funding resources to support investigative teams; and collaborates with unit leadership to advance strategic research development objectives by strengthening workflows, building partnerships, and developing reporting, tracking, and data visualization tools to inform decision making.

### EDUCATION/EXPERIENCE

Bachelor's degree in a related field and five (5) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G375	Exempt	Eligible	Emerging Leader

## Manager-Grant Management

A Manager-Grant Management manages the day-to-day operations of grant management services supporting faculty, departments, or academic units; supervises and guides a team of grant management professionals responsible for pre-award and post-award activities, including proposal development, submission, administration, compliance, tracking, and reporting; oversees the full grant lifecycle, including proposal preparation, budget development, sponsor submission requirements, award setup, monitoring, reporting, and closeout; serves as a key resource for faculty, administrative staff, and internal and external stakeholders regarding grant-related processes and requirements; ensures compliance with institutional policies, sponsor guidelines, and applicable federal and regulatory requirements; and supports operational goals, implements process improvements, and enhances service delivery through standardization, training, and performance monitoring.

### EDUCATION/EXPERIENCE

Bachelor's degree in Business, Public Health, Public Administration, Research Administration, Finance, Accounting, Science, Healthcare Administration, or a related field and seven (7) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G400	Exempt	Eligible	Functional Manager

# Director-Grant Management

A Director-Grant Management provides strategic leadership and oversight of grant management operations supporting faculty, departments, and academic units across the institution; oversees pre-award and post-award shared services, including proposal development, submission, award management, compliance, reporting, and closeout activities; designs, implements, and optimizes systems, policies, and workflows that support the full grant lifecycle; ensures institutional, sponsor, and regulatory compliance while advancing operational efficiency and service quality; partners with senior leadership and key stakeholders to align grant management activities with institutional research priorities and objectives; and leads organizational initiatives related to grant processes, reporting, training, and continuous improvement.

## EDUCATION/EXPERIENCE

Bachelor's degree in Business, Public Health, Public Administration or other related field and nine (9) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G410	Exempt	Eligible	Functional Director