



University of North Carolina at Wilmington
Director, Sponsored Programs and Research Compliance

The University of North Carolina at Wilmington seeks an accomplished leader and subject-matter expert for the role of Director of Sponsored Programs and Research Compliance.

The University

The University of North Carolina at Wilmington (UNCW), the state's coastal university, is dedicated to learning through the integration of teaching and mentoring with research and service. A public institution with nearly 17,500 students, the university is known for its superb faculty and staff and powerful academic experience. UNCW offers an array of high-quality programs at the baccalaureate and master's levels; doctoral programs in educational leadership, marine biology, psychology and nursing practice; and many distance learning options, including clinical research, an accelerated RN-to-BSN program, and an Executive MBA program structured for working professionals.

Wilmington College, as the university was formerly known, was founded in 1947 by local leaders and citizens dedicated to providing higher educational opportunity to students in southeastern North Carolina, notably veterans returning home from World War II. UNCW is still recognized nationally as a military-friendly university and works closely with Marine Corps Base Camp Lejeune and Marine Corps Air Station New River to offer programs designed for military personnel and their families.

Under the leadership of Chancellor Sartarelli, UNCW is thoughtfully enacting the tenets of its strategic plan. The plan delineates the university's strategies for growth through 2021, and is founded on the values of excellence, integrity, diversity, innovation, and community engagement in the student-centered learning experience of the University of North Carolina Wilmington.

Recently, a significant evolutionary milestone was realized in UNC's sustained growth and development. In December 2018, the Carnegie Classification of Institutions of Higher Education reclassified the University of North Carolina Wilmington as a "Doctoral University: High Research Activity," or what is colloquially known as an "R2" institution. Two criteria have driven this reclassification. In the census year, UNCW's Research Expenditures exceeded \$16 million, and they have exceeded \$5 million for more than a decade. That same year, UNCW awarded 22 research/scholarship doctoral degrees. The university recognizes its recategorization as an R2 university as not a fundamental shift in the nature of UNCW, but a recognition of who and what the institution is at this point, and its continued promise for the future.

UNCW is recognized for its community commitment and involvement, and is consistently recognized for academic excellence and affordability by publications like *U.S. News & World Report* and *Kiplinger's Personal Finance*. The university also enjoys a terrific location, as Wilmington is a dynamic and growing



community and popular travel destination because of its waterfront, historic district, mild climate, and annual events such as the Azalea Festival and Wilmington Riverfest.

Office of Sponsored Programs

The Office of Sponsored Programs and Research Compliance ("SPARC") is responsible for the pre- and post-award oversight of externally sponsored programs at UNCW.

SPARC provides complete cradle-to-grave sponsored program administration and support including identifying funding sources, assisting faculty with proposal development, overseeing the responsible management of sponsored projects, and ensuring university compliance with contract/grant fiscal and regulatory requirements.

SPARC is responsible for ensuring the university remains in compliance with federal and state policies pertaining to research. The office accepts funds provided to the university and is accountable for the legal compliance with sponsor (federal, state, local and private sources) regulations and policies. SPARC is the contact point for federal and state audits, both fiscal and programmatic, on contracts and grants. Additionally, SPARC administers internal grant programs and the return of F&A to departments.

The office is designed to serve all faculty and staff needs for externally funded projects and programs.

The Director Role

Reporting to the Associate Provost for Research & Innovation, the Director of SPARC leads, mentors, trains, and manages a team of eleven sponsored research administration professionals. The SPARC staff is organized in three functional groups: pre-award specialists; post-award specialists, and a Financial Compliance Officer who reports to an Assistant Director for Agreements. The Assistant Director additionally has signatory authority for the university.

As an experienced manager and subject-matter expert, the Director leads and manages the SPARC staff to facilitate, enhance, and grow sponsored programs across the University, while ensuring the effective, timely, and compliant management of university research and sponsored programs awards.

The Director is called on by colleagues throughout campus as a trusted advisor and collaborator in sponsored research administration. They will be an integral component of growing and supporting UNCW research in partnership with faculty members and staff along with deans, department chairs, center directors, the Research Integrity Office, Office of Innovation and Commercialization, and the Center for Innovation and Commercialization.

Primary Responsibilities Include:

- Oversees university compliance with regulations, policies, and laws that govern externally sponsored programs and research activities.
- Designs and administers internal policies, guidelines, and procedures relevant to the research environment to effect compliance with sponsor requirements, including for the management of research and sponsored programs funding.

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- Plans and implements sponsored programs/contracts and grants information systems and electronic research administration (ERA) initiatives.
- Serves as primary Authorized Official for all UNCW sponsored program activities, including grant award/contract negotiation and acceptance.
- Provides effective and empowering leadership and supervision for the SPARC staff.
- Empowers staff to problem-solve and promote teamwork in order to provide excellent customer service.
- Stays informed of federal and state issues related to sponsored program activities
- Manages internal grant programs, F&A (indirect) cost return, and cost sharing programs as appropriate.
- Partners with senior leadership, SPARC team members, other members of the UNCW Research and Innovation Services Team (e.g., Research Integrity Office, Office of Innovation and Commercialization, Center for Innovation and Commercialization), deans, department chairs and center directors to identify, develop, and implement sponsored program innovations to enhance and grow UNCW research.
- Oversees sponsored program related contract and grant negotiations, grant review, material transfer, data use, and confidentiality agreement review and negotiation.
- Develops, improves, enhances, and streamlines business processes related to research and sponsored project related activities in UNCW operations.
- Represents UNCW on the regional and national level for research administration/sponsored programs issues. Serves as a liaison between funding agencies and the university.
- Promotes faculty development by ensuring new faculty are orientated to sponsored programs and research compliance and collaborating with other units for continued faculty professional development related to research and sponsored programs.
- Collaborates with faculty, staff, and administrative leadership to address client service, strategic planning, work process review and enhancement and education needs, human resources, budget and finance, and infrastructure for SPARC.
- Ensures maintenance of data, oversees preparation of institutional reports and provides research-related metrics.
- Oversees the financial management of SPARC, including the development and implementation of annual budgets.
- Ensures provision of excellent customer assistance to faculty, staff, and personnel from outside agencies and communicates SPARC activities and success to all constituents.

Qualifications

The successful candidate will have a Master's Degree along with at least seven to ten years of experience in sponsored research administration with a track record of successful, progressively responsible experience in academic sponsored programs administration, or a Bachelor's degree with extensive demonstrated experience and successful track record. They will be a strong manager, with significant experience leading, mentoring, training, supervising, and developing staff.

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They will be skilled in organizing and conducting training and education workshops, and presentations on research administration, and will have excellent written and oral communication skills. The demonstrated ability to positively lead a diverse group of professionals is required, as is the demonstrated ability to work constructively, collaboratively, and diplomatically with many diverse individuals and groups both within and outside the University.

The Director will have expert knowledge of relevant federal circulars, uniform guidance and regulations, competency in electronic research administration including electronic systems currently in use by federal and private agencies, and the ability to use and train others in these systems.

CRA credentialing is preferred as is experience growing sponsored programs or leading organizational change.

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*The University of North Carolina at Wilmington has retained Opus Partners to support this recruitment. Sarah Gaines, Associate Partner, and Monica Williams, Associate, are leading the search. Confidential inquiries, applications, and nominations may be sent to Monica Williams
Monica.Williams@opuspartners.net.*

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At the University of North Carolina at Wilmington (UNCW), our culture reflects our values of inclusion, diversity, globalization, ethics and integrity and innovation and we are committed to providing equality of educational and employment opportunity for all persons without regard to race, sex (such as gender, gender identity, marital status, childbirth, and pregnancy), age, color, national origin (including ethnicity), religion, disability, sexual orientation, political affiliation, veteran status, military service member status, genetic information, or relationship to other university constituents - except where sex, age, or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for State funded employee benefit programs. UNCW believes that embracing the unique contributions of our faculty, staff and students is critical to our success and paramount in being recognized for our global mindset.