

Research Administrator  
University of Kentucky

Direct Link: <https://www.AcademicKeys.com/r?job=258543>

Downloaded On: Jun. 24, 2025 12:35am

Posted Jun. 23, 2025, set to expire Jun. 28, 2025

**Job Title** Research Administrator  
**Department** 40130:Sponsored Projects Administration  
**Institution** University of Kentucky  
Lexington, Kentucky

**Date Posted** Jun. 23, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Other Administrative Categories

**Academic Field(s)** Research

**Job Website** <https://ukjobs.uky.edu/postings/587387>

**Apply By Email**

**Job Description**

**Shape the Future of Research Administration at the University of Kentucky**

*Wildcat Wisdom, Kentucky Innovation - Supporting Discoveries, Transforming Outcomes!*

**Why Join Us?**

The University of Kentucky's Office of Sponsored Projects Administration (OSPA) is seeking a dedicated and skilled **Research Administrator**. This vital role supports the preparation, submission, and management of grants and contracts, enabling groundbreaking research across the University.

**About the Role:**

*This position is eligible for remote work.*

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As a **Research Administrator**, your primary responsibilities may include:

- **Proposal Development and Submission**

- Assist faculty and staff with creating grant and contract proposals, ensuring compliance with sponsor and University guidelines.
- Collaborate with researchers to develop accurate and competitive proposal budgets.
- Coordinate timely submissions of proposals to funding agencies.

- **Award Management and Compliance**

- Oversee the administration of sponsored projects post-award, ensuring adherence to funding agency guidelines and University policies.
- Monitor expenditures and budgets to ensure proper allocation of funds.
- Prepare and submit required financial and progress reports to sponsors.

- **Policy Guidance and Interpretation**

- Provide expert advice on sponsor regulations and University policies to support proposal development and award management.
- Implement and ensure compliance with relevant policies throughout the award lifecycle.

### Why Research Professionals Choose University of Kentucky

- **Top 10% of Academic Medical Centers Nationwide:** Recognized as a leader in research excellence and innovation.
- **Forbes' Best Large Employers:** Ranked among the Top 100 Employers Nationwide in 2024 and named one of Kentucky's Best Employers on Forbes' America's Best-In-State Employers list.
- **1 of 34 Universities Nationwide:** Holds the prestigious trifecta of research designations in cancer, aging, and translational science.
- **Flexible Remote Work Options:** Enjoy the convenience of fully remote or hybrid roles while supporting groundbreaking research.
- **Professional Development Opportunities:** Engage in interdisciplinary collaborations, virtual conferences, and training programs to advance your career.

### Want to learn more about the Department?

OSPA is responsible for administering over \$480 million in extramural grants and contracts awarded through the University of Kentucky Research Foundation. Services are available to all University faculty and staff and include: advice and assistance with budget preparation and other administrative requirements of proposals; proposal submission; review, negotiation and acceptance of awards; interpretation and information regarding sponsor policies and regulations; preparation of subcontract documents; administration of UK's Conflict of Interest Policy. More information about the department

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can be found at: <https://www.research.uky.edu/office-sponsored-projects-administration>.

**Interested in what UK Benefits have to offer?**

The University of Kentucky is proud to offer a benefits package that helps us recruit and retain the very best faculty and staff. In addition to your take-home pay, your benefits package is a major component of your total compensation at UK. These benefits include our 200 percent match on eligible retirement contributions; competitive health, dental, and vision coverage; tuition benefits for classes at UK, and much more. To learn more about these benefits, please visit: <https://hr.uky.edu/employment/our-benefits>.

**Ready to Make a Difference in Research Administration?**

Are you ready to take the next step in advancing research and innovation? Join us at UK's Office of Sponsored Projects Administration as the next dedicated **Research Administrator** and play a pivotal role in supporting groundbreaking projects that shape the future.

The University of Kentucky uses equivalencies in determining if a potential applicant meets the minimum education and experience. Related experience can be substituted for education. Click here for more information about equivalencies: <http://www.uky.edu/hr/employment/working-uk/equivalencies>.

*Driving Research Excellence - Apply Today!*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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