

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