



Instituto
de Medicina
Molecular

João
Lobo
Antunes

Research Grants Manager(M/F)

- matching competitive funding opportunities with iMM Faculty research interests and proactively disseminating those opportunities; advising research groups on the design of funding strategies;
- supporting researchers in all steps of proposal preparation and submission, namely on administrative institutional information, budget planning, ethics compliance, consortium management, drafting institutional texts, proposal review and proof-reading, advising on impact and implementation sections of proposals, liaising with national and international funding, policy and executive agencies;
- liaising closely with iMM's Technology Transfer Office in translational and clinical research proposals, particularly in consortia projects;
- negotiating successfully funded projects;
- supporting project management in periodic reporting;
- analyzing the national and international research landscape and supporting the institutional strategy.

Profile of Candidate

Essential skills/characteristics:

- MSc and/or PhD in Life Sciences
- Proficiency in written and spoken English
- Interest in research grants management
- Proactive, flexible, and problem-solving attitude
- Team player with the ability to work independently
- Exceptional organizational skills with high attention to detail
- IT skills (user level)

Highly desirable skills/characteristics:

- Knowledgeable on national and international science funding schemes
- Experience in research management will be a plus Good communication and interpersonal skills
- Able to work effectively under pressure
- High level of resilience

iMM provides a vibrant, inspirational and diverse environment, if you are interested in joining our team, please send your CV, Motivation Letter, MSc or PhD certificate and Recommendation Letter (optional) to imm-hr@medicina.ulisboa.pt.

For more information about iMM check at <https://imm.medicina.ulisboa.pt/>

The Instituto de Medicina Molecular João Lobo Antunes (iMM) is launching a call to recruit a research grants manager to join the Pre-Award Team.

The Pre-Award Team is integrated in the Finance and Operations Office where, together with the other teams of project management, purchases, accounting and legal streamlines and contributes to a 360° view of iMM's management.

Work Plan and Goals: The research grants manager will guarantee individualized and professional support to iMM researchers in effectively designing their funding strategy and putting up stronger and compliant proposals The new member will further support the institutional R&I strategy. The successful candidate will be assigned the following responsibilities and activities: