



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY



HR EXCELLENCE IN RESEARCH

Cancer Research Grant Development Manager (Research Fellow)
Discipline of Surgery, School of Medicine

Ref. No. 011339

JOB ADVERTISEMENT

Applications are invited from suitably qualified candidates for a full-time, fixed term position as a **Research Grants Development Manager** with the Discipline of Surgery, University of Galway.

This position is funded by the [National Breast Cancer Research Institute](#) and is available from **1st November 2025 to contract end date of 30th September 2027**.

Salary: Research Fellow salary scale €65,889- €71,796 per annum, (subject to the project's funding limitations), and pro rata for shorter and/or part-time contracts.

The default position for all new public sector appointments is the 1st point of the salary scale. This may be reviewed, and consideration afforded to appointment at a higher point on the payscale (subject to the project's funding limitations), where evidence of prior years' equivalent experience is accepted in determining placement on the scale above point 1, subject to the maximum of the scale. [\(Research Salary Scales - University of Galway\)](#)

Closing date for receipt of applications is 17:00 (Irish Time) on 24th September 2025. It will not be possible to consider applications received after the closing date.

***Please review full job description for further details and essential requirement**

JOB DESCRIPTION

The successful candidate will work with NBCRI principal investigators (PIs) in the Discipline of Surgery in developing a funding strategy for securing significant national and international breast cancer research funding. The post-holder will have responsibility for identifying, coordinating, and submitting applications. This post-holder will support the PIs in the writing applications and developing external partnerships. The post-holder will also coordinate post-award reporting for internal offices and external funding agencies.

Duties:

- Identify and communicate potential cancer research funding opportunities.
- Develop a grant funding strategy to include metrics/performance assessment
- Coordinate strategic funding teams and consortia, including internal and external partners.
- Work closely with University of Galway offices (research office, research accounts office, College office), and funding partners, during the application process.
- Attend in person and online funding information and brokerage events on behalf of the academic PIs and funding partners.



- Manage all administrative processes and resources related to pre-award (grant writing, application, data protection), and post-award (contracts, procurement, reporting).
- Assist in the dissemination of research outputs/activities, including identification of the appropriate pathway for dissemination and providing support for preparation of manuscripts and presentations.
- Any other duties assigned commensurate to this level of post.

ELIGIBILITY REQUIREMENTS

Essential Requirements:

- A PhD qualification in a discipline relevant to clinical, biomedical or translational research plus a minimum of 4 years full time postdoctoral research experience.
- Evidence of experience in managing and coordinating research funding submissions through national and international agencies
- Evidence of experience in working with university administrative offices, e.g Research accounts, Innovation office, Procurement and Contracts.
- Demonstrable ability to working within tight deadlines.
- Excellent organisational, communications and analytical skills are essential.
- Flexibility and ability to work in a team environment are key skills required.
- Availability to travel nationally and internationally as required.

Desirable Requirements:

- Project management qualification.
- Record of strong project proposal writing experience and successful funding achievements.
- Significant knowledge of the suite of funding schemes in cancer research.
- Experience of post-award grant management, including financial management and reporting.

CONTINUING PROFESSIONAL DEVELOPMENT

Continuing Professional Development/Training:

Researchers at University of Galway are encouraged to avail of a range of training and development opportunities designed to support their personal career development plans. University of Galway provides continuing professional development supports for all researchers seeking to build their own career pathways either within or beyond academia. Researchers are encouraged to engage with our Researcher Development Centre (RDC) upon commencing employment - see [HERE](#) for further information.

FURTHER INFORMATION/LINKS

- **TO APPLY:** [Search Current University of Galway vacancies](#). Applications must be submitted online.



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- [How to apply guide](#)

- For informal enquiries, please contact michael.kerin@universityofgalway.ie, Discipline of Surgery, University of Galway.
- [University's Strategic Plan](#)
- [Working in Research at University of Galway](#)
- [Moving to Ireland \(Euraxess\)](#)
- [Applicant Information](#)
- We reserve the right to re-advertise or extend the closing date for this post.
- University of Galway is an equal opportunities employer.
- All positions are recruited in line with Open, Transparent, Merit (OTM) and Competency based recruitment.

