



**Sponsored Research Administrator**  
**Falmouth, Massachusetts Onsite or Hybrid**  
[Link to Apply](#)

**Mission:**

Woodwell Climate Research Center (Woodwell Climate) conducts science for solutions at the nexus of climate, people, and nature. We partner with leaders and communities for just meaningful impact to address the climate crisis.

Woodwell Climate is a rapidly growing, top-ranked, independent non-profit climate research institute whose mission is to advance science-based climate policies through scientific research and outreach. Our world-leading research and impact helps individuals, organizations, corporations, communities, and nations understand the realities of climate change, recognize the impact on our planet, and embrace the urgent action needed to safeguard the future of life on Earth.

Join Woodwell Climate's Sponsored Research Office team within the Finance department as a Sponsored Research Administrator. In this role, you will provide comprehensive administrative support to Principal Investigators (PIs) in the development, budget preparation, compliance, and submission of high-quality research proposals. This role serves as a primary liaison between Woodwell, federal/private sponsors, and subrecipient institutions. The successful candidate will garner experience with InfoEd and a command of subaward contracting to ensure all proposal submissions are compliant, timely, and strategically sound.

**Responsibilities include but not limited to:**

- Proposal Development & Submission (70%)
  - Manage proposal preparations for a portfolio of ~15 PIs, handling 40–50 submissions annually.
  - Review solicitations and requirements for proposal submission, Translate complex sponsor guidelines (NSF, DoD, Foundations) into actionable checklists and timelines for PIs
  - Develop and refine detailed project budgets and justifications, ensuring accurate application of F&A (Indirect) rates and fringe benefits
  - Ensure all proposal components (Biosketches, Facilities/Resources, Data Management Plans) are compliant
  - Coordinate internal approvals and routing through the grant management system
  - Serve as the point of contact for external administrative partners during the pre-award phase to resolve budgetary or compliance discrepancies
  - Assist with no-cost extensions, grant transfers, change of PI/scope and award close-outs

- Work with Grants and Contracts Finance (post-award) with award and financial management
- Assist staff and PIs with tracking programmatic and financial reporting deadlines
- Subaward & Contract Coordination (15%)
  - Assist the Contract Administrator with the collection of required Subrecipient Packages (Lols, SOWs, Budgets, Audit reports) from collaborating institutions
  - Assist the Contract Administrator with initial risk assessments on potential subrecipients to ensure eligibility and compliance with federal Uniform Guidance
  - Assist in the drafting and initial negotiation of subaward agreements and amendments, as needed
- Systems & Compliance (15%)
  - Assist PIs and other staff with profile management and proposal modules within the grant management software system
  - Ensure all proposals meet funder and institutional compliance standards, leveraging demonstrated experience with Uniform Guidance and federal funders.
  - Maintain detailed, audit-ready records in the institutional database to support monthly reporting on submission metrics and success rates
  - Evaluate pre-and post-award research administration policies and procedures and recommend improvements

**Must Have the Following Knowledge, Skills and Abilities:**

- Direct experience in pre-award research administration, preferably in a non-profit or academic setting, minimum of 2 years or more
- Strong working knowledge of 2 CFR 200 (Uniform Guidance) and other national/federal/sponsor policies
- Proven proficiency with Microsoft Office, Google Workplace and various sponsored research systems and platforms (Research.gov, Grants.gov, NSPIRES, etc.)
- Proficiency in grant management modules such as InfoEd
- Certified Research Administrator (CRA) or Certified Pre-Award Research Administrator (CPRA) designations
- Subaward experience with demonstrated experience managing proposals and awards with multiple subrecipients
- Ability to handle high-pressure deadlines with PIs; strong numerical accuracy; and willingness to collaborate to meet the demands of multiple stakeholders
- Familiarity with or member of research administration professional organizations (NCURA, SRA, RACC, COGR, etc.)
- Ability to travel sometimes

**Qualifications:**

- Bachelor's degree in business administration, research administration, or a related field
- 2+ years of relevant professional experience

**Work Environment:**

The functions of this role are conducted indoors

**Hours of Work:**

- This role is paid on a salary basis.
- Typically, full-time employees work 40 hours during a Monday through Friday workweek. However, this is a salaried position. Therefore, the individual is expected to work as required to complete the duties of the position. This may mean weekend hours and/or hours beyond 40 per week.

**Application review will begin on**

**Desired Start Date:** July 6, 2026

**Classification and Compensation:** This is a full-time, salaried, exempt position, the annual salary range starting at \$62,000 - \$75,000 dependent on qualifications/experience. Woodwell offers a generous benefits package and work life balance.

**Location:** Falmouth, Massachusetts onsite, hybrid or remote.

**Application Instructions:** To apply, please send your cover letter addressing your experience and qualifications in relation to the responsibilities of this position and curriculum vitae as **a single PDF** to our career's portal.

Please visit [Woodwell's website](#) to learn more about Woodwell's work.

*Located on a 10-acre campus near the village of Woods Hole, the Woodwell Climate Research Center (Woodwell) is a private, non-profit research center. Woodwell is a leading source of climate science that drives the urgent action needed to solve climate change. Woodwell has 100+ staff members and is excited to welcome new employees to this work.*

*Woodwell Climate is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Woodwell is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.*