



**Research Grants Manager  
VA Health Services Research and Development  
Center for Innovations in Quality, Effectiveness and Safety**

**Federal scale: GS/9-11 position  
(\$63,000-\$76,000)**

The Michael E. DeBakey VA Medical Center, Houston, TX is seeking qualified applicants for the position of **Research Grants Manager** for the VA Center for Innovations in Quality, Effectiveness and Safety (IQuEST). This position is responsible the implementation of pre-award and/or post award activities and programs including, but not limited to, successful submission of research grants, progress reports, and close outs. In collaboration with Baylor College of Medicine Health Services Research, the RGM assists in the day-to-day management of grants and subcontracts. This position will be based in **Houston, TX**.

**Duties and Responsibilities:**

- Submit and monitor applications through the grant life cycle to include interpreting requirements and making recommendations to supported faculty.
- Approve and monitor financial transactions and activities of faculty grant accounts by reviewing and reconciling accounts.
- Develop and prepare grant reports.
- Contribute to developing and monitoring grant project timelines.
- In collaboration with the Sponsored Programs Office, create sub-contracts and other relevant documents.
- Track and communicate VA and NIH guidelines regarding progress report and close out documents.
- Ensure that each application is in compliance with sponsor guidelines, the budget complies with college and sponsor requirements, and that all required sections of applications are complete and submitted in a timely manner.
- Perform other job-related duties as assigned.

**Preferred Qualifications:**

- Proficient in Microsoft Office Suite, Adobe Acrobat Professional, and SharePoint.
- Experience in research administration and scientific writing/editing.
- Bachelor's/Master's Degree in a scientific field required.
- United States Citizen

Baylor College of Medicine and the Michael E. DeBakey VA Medical Center are Affirmative Action/Equal Opportunity/Equal Access Employers.

**Please send resume and letter of interest to:  
vhahouhsrdinfo@va.gov  
Attn: Shannon Kenyon**