

Sean N. Parker Center for Asthma and Allergy Research

GRANT WRITER, PART TIME, TEMPORARY POSITION

The Sean N. Parker Center for Allergy and Asthma Research at Stanford University School of Medicine is seeking a Grant Writer. This position is a temporary part time opportunity for three months and 10-20 hrs per week.

This position will assist in the preparing institutional and multi-investigator grant applications on behalf of the department including NIH program project grants, multi-PI, and research center grants. Applicants should have documented success in scientific writing (writing first drafts, editing, proofreading, responding to reviewer critiques, etc.), establishing timelines and deliverables, and collaborative projects.

Duties include:

- Write complex content for grant proposals (text, figures, and tables).
- Prepare budgets and other administrative and technical sections as needed, maintain biosketches, prepare letters of support and PI waiver letters, manage milestones and deadlines, and assist with progress reports.
- Revise proposals to address reviewer critiques.

** - Other duties may also be assigned*

DESIRED QUALIFICATIONS:

- PhD in a biomedical science or related field.
- Experience with developing, editing, and reviewing of grant applications, including familiarity with study sections or grant review committees.