



**Stem Cell  
Network**

**Réseau de  
Cellules Souches**

Powering Regenerative Medicine  
Propulsons la médecine régénératrice

## Research Specialist

### ***Stem Cell Network***

The Stem Cell Network (SCN) is a national not-for-profit organization that supports three main objectives: stem cell and regenerative medicine research; training the next generation of highly qualified personnel; and supporting the knowledge mobilization and transfer of stem cell and regenerative medicine research. From the lab to the clinic, SCN's goal is to power life-saving therapies and technologies through regenerative medicine research for the benefit of all. With support from the Government of Canada, the Network has grown from a few dozen labs to more than 200 world-class research groups, supporting 200 plus research projects and more than 25 clinical trials. Since its inception, over 20 biotech companies have been catalyzed or enhanced and more than 5,000 highly qualified personnel have been trained. In 2021, the Government of Canada demonstrated its continuing trust and support in SCN with an investment of \$45 million for the 2022–2025 period. To learn more visit [stemcellnetwork.ca](https://stemcellnetwork.ca)

### **Purpose:**

Reporting to the Vice President, Research and Training, the Research Specialist will work as part of a small team to successfully execute all aspects of SCN's funding program. The incumbent will provide both functional and strategic support to the VP, Research & Training and senior management team on SCN's research funding program, and oversee SCN's research planning calendar. The Specialist will be responsible for the management of SCN's Proposal Central research portal; and work with the VP on the development of application and assessment materials that will be housed on the portal. The Specialist will be a liaison with the research community to address questions they may have regarding funding competitions, reporting, or other matters that may arise. This role supports the VP to ensure SCN's peer review process operates fairly and smoothly and will also develop notification letters to SCN applicants based on peer review outcomes. The incumbent will also provide logistical and/or administrative support to the VP in preparation for Research Management Committee meetings. It is expected that the Specialist will serve as a resource to the communication and knowledge mobilization team regarding scientific communications, including providing a monthly selection of articles to be included in SCN's newsletter. Additionally, the Specialist will collaborate with the Corporate Services team regarding issues that may arise on research project budgets or investigator questions on contract requirements.

### **Key Responsibilities & Accountabilities:**

- Manage the research planning calendar and co-ordinate research funding applications calls
- Support the VP with the creation of research application forms and peer review assessment documents and reporting forms
- Ensure applications and assessment forms take into account language and/or questions that will encourage equity, diversity and inclusion within projects and teams
- Be responsible for Proposal Central and ensuring a positive user experience



- Responsible for developing and maintaining internal checklists and process documents regarding SCN's best practices for administering research funding competitions
- Collaborate with the communications team regarding the development of relevant research materials (written or digital) needed for SCN's website and digital platforms, particularly at key points such as funding calls and competition results
- Support the VP with reviewing research applications to ensure they are complete and eligible for peer review
- Work with the VP on identifying peer reviewers and setting up peer review assignments
- Draft notification letters to applicants regarding the outcome of the peer review process
- Liaise with funded researchers to assess progress, support them in addressing partnership or expertise gaps
- Responsible for all meeting logistics of the Research Management Committee (agendas, venue, IT, catering, minutes etc.)
- Respond to questions that come in from the research community regarding funding opportunities or specifically on their funded projects
- Develop demographic breakdowns based on applications and awarded projects that can be used across the organization and with external audiences
- Collaborate with the corporate services team regarding funding award documents that must be processed by an applicant's institution prior to the issuing of funds
- Support the VP with mid-term reporting and review meetings of the RMC
- Conduct annual or bi-annual scans of other funders to inform SCN planning regarding strategic timing of competitions and research program designs
- Prepare briefing materials for senior management, RMC or Board of Directors as required
- Flag good news stories resulting from SCN funded research that can be used for SCN communication purposes
- Provide support to the VP and Manager of Events on the development of scientific programming for Till & McCulloch Meetings (TMM)
- Attend scientific conferences or meetings as requested by the VP
- Build relationships with counterparts in partner organizations
- Gather feedback from event attendees and report on findings and recommendations
- Perform other duties as assigned

**Education & Experience Requirements:**

- PhD in stem cell or developmental biology, bio-engineering or a related discipline is required
- At least three years of experience in research administration
- Excellent oral communication skills and the ability to engage with experts professionally and diplomatically
- Detail oriented and able to work in a dynamic work environment
- Experience in managing large databases and spreadsheets, and report writing
- Excellent problem-solving skills; able to solve problems and/or identify when an issue should be elevated
- Advanced organizational skills with the ability to coordinate overlapping projects and deadlines



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- Proficiency in MS Office, database software such as Proposal Central, Salesforce
- Familiarity with Canada's research funding environment is an asset
- Familiarity with Canada's health research and policy environment is an asset
- Experience working in a matrix organization
- Ability to work independently as well as in a team-oriented, collaborative environment
- Previous experience working in a not-for-profit environment an asset
- Bilingualism in both Canada's official languages is an asset

**Special Conditions:**

- Travel requirements are variable throughout the year, and will be required at the time of the annual scientific conference

**Applications Deadline:** Interested applicants should forward a CV with a cover letter to [SCNHR@stemcellnetwork.ca](mailto:SCNHR@stemcellnetwork.ca) by June 30.