

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Grant Technical Writer **SALARY GRADE:** HU-13  
**DATE REVISED:** December 1, 2014 **EEO CODE:** 01  
**JOB CODE:** 9155 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

**BASIC FUNCTION:** The Grant Technical Writer will assist and lead in writing and editing content for publications in peer-reviewed journals; grant proposals to obtain funding from federal, private, corporate, and other sources; and development of reports and required grant documents.

**SUPERVISORY ACCOUNTABILITY:** Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

**NATURE AND SCOPE:** Internal contacts include executives, administrators, faculty, staff and students of the department and the University at large with special emphasis on the office of the Associate Dean. External contacts include representatives from federal, and District of Columbia government, other colleges and universities, professional associations, consultants, vendors, alumni and the general public.

**PRINCIPAL ACCOUNTABILITIES:**

Provide critical review and editing of scientific manuscripts of research findings in peer-reviewed research and medical journal publication.

Assist in the writing of grant applications to the NIH, CDC, HRSA, NSF and other funding sources, abstracts to research meetings, and internal communications regarding research activities.

Prepare progress reports to funding agencies regarding grant activity.

Prepare internal communications regarding activities as required, including annual reports of research activities.

Participate in writing website content describing all of the research activities, clinical significance, research philosophy, and contact information.

Serve as advisor to the Associate Dean on grant, contract, budget, fiscal, agreements, procurement, and other University matters as appropriate.

Perform other job-related duties as assigned.



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Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_  
Department Manager/Supervisor

**DATE:** \_\_\_\_\_

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation and Performance Management

**DATE:** \_\_\_\_\_