Job Description – Grants Manager

The **Research & Innovation (R&I) Division** at BITS Pilani drives research funding, industry collaboration, innovation and intellectual property activity across all its campuses. Its work is organized into three verticals:

- Grants, Consultancy, and Industrial Research (GCIR): facilitates funding from national and international grant opportunities, and builds academia-industry links and industrial collaborations.
- Institute Innovation Council (IIC): nurtures an innovation culture among students and faculty through hackathons, ideation sessions and start-up challenges.
- Intellectual Property Enablement and Commercialization (IPEC): supports IP protection (patents, trademarks and copyrights) and technology transfer and commercialization.

The Dean (R&I) leads these activities institute-wide, while each campus is led by an Associate Dean (GCIR) with dedicated staff support. The division supports a large and growing research ecosystem. Further details on projects, patents, facilities and the R&I structure are available at https://www.bits-pilani.ac.in/research.

To strengthen these efforts, applications are invited from suitable candidates for the post of Grants Manager, reporting to the Dean (R&I). Details are as follows:

Position:	Grants Manager
Position & Location	One Position, Hyderabad Campus
Position Details	The Grants Manager will be a member of the R&I Team and will be a liaison between the BITS Pilani and various funding organizations. The Grants Manager will be in charge for the pre-award and post-award management of the grants.
Reporting To	Dean, Research and Innovation (R&I)
Key roles and responsibilities:	• Researching statistics, trends, and foresight the new research landscapes. • Explore new funding opportunities from government agencies, international bodies, industries, non-for-profit private entities etc, and retain an archive. • Share the details of new grant calls with researchers at the institute • As per the call guidelines, support the researchers towards developing proposals, including budget, and submissions. • Maintain the database on the ongoing projects, associated files, grant contracts/agreements, and status and submission of various documentation (reports and certificates) as per the funders' requirements. • Work as a liaison officer with the funding agencies for various possible proposal / project related issues. • Build and nurture approaches to obtain new grants, and nurture partnership, with funders and other strategic partners, for grants and funding prospects. • Identify and develop strategies to further generate and optimize the grants administration process. • Showcase the research related output on various platforms (viz website, e-newsletter, and social media)

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Other Requirements	***Functional:*** • Prior experience in grants management • Understanding of policy and / or practice of grants from various agencies • Excellent project management skills with experience in managing and supervising funded projects. • Experience of managing contracts with external parties. • An ability to work effectively with an internal and external of stakeholders. • Possesses excellent science communication, organization, management, and administrative skills. • Possess good knowledge of planning and strategizing financial and budgeting issues. ***Behavioral:*** • Excellent interpersonal, communication, writing, and presentation skills • Ability to work and perform within a disciplinary and cross-disciplinary team • Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
Qualification	• PhD in any branch of Engineering / Science with proven experience in administration and management of research grants. • Excellent candidates with Masters in Engineering / Technology / Science or MBA (with Bachelors in Engineering/Technology / Science) from a premier institution with at least 6-8 years of similar experience.
Upper Age Limit	Age Less than 45 years as on the date of interview.
Remuneration	The proposed remuneration will be in the range of **₹18–20 Lakhs per annum inclusive of Variable Pay**, and will be determined based on the candidate's background, qualifications, experience, and suitability for the role.
Tenure:	Term of appointment is for 3 years and will be renewed based on satisfactory performance review against the goals set.

Procedure for Application:

- The position is open for both **internal and external** candidates. We request you to refer suitable candidates for the above positions.
- Internal candidates are requested to submit the application along with a letter justifying their suitability for the position duly forwarded by their Reporting Officers to HR Manager.
- **External candidates** may send apply using Google form https://forms.gle/UM6n3nF5s2RYKhRn7

Last date to submit the applications for this position is till December 07, 2026.

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