

**EPA NON-FACULTY JOB LEVEL MATRIX ~ RESEARCH PRACTITIONERS AND PROJECT MANAGERS**  
**October 2, 2014**

Criteria	LEVEL 1 <i>(Research Assistant)</i>	LEVEL 2 <i>(Research Associate)</i>	LEVEL 3 <i>(Research Scholar)</i>	LEVEL 4 <i>(Senior Research Scholar)</i>	LEVEL 5 <i>(Principal Research Scholar)</i>
<b>Nature and Scope of Research</b> <i>Considers the nature and scope of the studies undertaken and the complexity of data collection/analysis</i>	<ul style="list-style-type: none"> <li>Independently supports, develops, designs, or executes fundamental research activities for a single or multiple research project(s); or</li> <li>Participates in formulating research methods and suggesting options for improving quality and recommending solutions.</li> </ul>	<ul style="list-style-type: none"> <li>Independently supports, develops, designs, or executes moderately complex research activities for a single or multiple research projects; or</li> <li>May serve as co-investigator on a funded research project or principal investigator on small to moderate sized research projects; or</li> <li>May participate in writing grant proposals or the facilitation of the grant writing process; or</li> <li>Participates in formulating research methods and suggests options for improving quality and recommending solutions</li> </ul>	<ul style="list-style-type: none"> <li>Develops, designs and conducts complex research activities for one or more midsize to large research projects , reviews progress and evaluates results; or</li> <li>May serve as co-investigator on a funded research project or principal investigator on midsize to large research projects; or</li> <li>May write grant proposals essential to the acquisition of research grant funding; or</li> <li>May act as liaison with other departments, organizations, divisions or institutions to ensure streamlined collaborative research efforts; or</li> <li>Formulates research methods and suggests options for improving quality, identifies potential problems, recommends and implements solutions; or</li> <li>Coordinates data collection and screening and verification of data for one or more complex research projects.</li> </ul>	<ul style="list-style-type: none"> <li>May serve as lead or Co-lead researcher or individual contributor on one or more highly complex; or research projects;</li> <li>Typically directs projects or components of highly complex large-scale programs or may be responsible for operation of a specialized research program area; or</li> <li>Oversees development of and monitors integrity of data collection; or</li> <li>May serve as co-investigator on a funded research project or principal investigator on moderate to large research project(s); or</li> <li>Obtains or assists in obtaining external research funding; or</li> <li>Typically, serve as an authoritative source of consultation for other scientists and researchers.</li> </ul>	<ul style="list-style-type: none"> <li>Leads a highly specialized multi-faceted research program or makes substantive design/methodological contributions to multiple projects; or</li> <li>Conceives, plans and conducts pioneering work of outstanding scope, difficulty and complexity; or</li> <li>Directs the work of other research professionals; or</li> <li>Has full technical responsibility for interpreting, organizing and executing complex research projects; or</li> <li>Leads submission of proposals for external sponsored funding; or</li> <li>Demonstrates a high degree of creativity, foresight, and independent judgment in planning and guiding extensive research projects.</li> </ul>
<b>Scientific Contribution</b> <i>Considers level of contribution to publications and other outreach to share results of research</i>	<ul style="list-style-type: none"> <li>Contributes to research publications, reports and draft manuscripts.</li> </ul>	<ul style="list-style-type: none"> <li>Contributes to publications, reports and draft manuscripts; may co-present results with Principal Investigator at meetings and/or conferences.</li> </ul>	<ul style="list-style-type: none"> <li>Contributes to and/or co-authors publications and may co-present results with Principal Investigator at meetings and/or conferences.</li> </ul>	<ul style="list-style-type: none"> <li>Authors and/or co-authors publications and presents and/or co-presents results with Principal Investigator at meetings and/or conferences.</li> </ul>	<ul style="list-style-type: none"> <li>Defines and implements a publications program of substantial scope and complexity.</li> </ul>
<b>Judgment and Discretion</b> <i>Considers level of independent judgment</i>	<ul style="list-style-type: none"> <li>Works independently on collection of data and analyzes research results for certain aspects of a research project(s).</li> </ul>	<ul style="list-style-type: none"> <li>Works independently to collect data and analyzes research results;</li> </ul>	<ul style="list-style-type: none"> <li>Independently formulates research methods and collaborates on options for improving quality;</li> </ul>	<ul style="list-style-type: none"> <li>Serves as key staff member or manages a moderately to largely complex research program or projects;</li> </ul>	<ul style="list-style-type: none"> <li>Manages a significant research program of high visibility;</li> <li>Supervisory responsibility for</li> </ul>

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<i>and decision making</i>		<ul style="list-style-type: none"> <li>May be responsible for the operation of a specialized laboratory or research area within a department and/or project.</li> </ul>	<ul style="list-style-type: none"> <li>May be responsible for the operation of a specialized laboratory or moderately complex research area within a department and/or project.</li> </ul>	<ul style="list-style-type: none"> <li>Operates with considerable latitude in un-reviewed action or decisions;</li> <li>Develops new/novel techniques;</li> <li>Designs and applies scientific and numerical models.</li> </ul>	<p>important segment of a unit's research programs.</p> <ul style="list-style-type: none"> <li>Responsible for administrative, financial, personnel and planning aspects of project/program</li> </ul>
<b>Research Impact</b> <i>Considers the impact and outcomes associated with knowledge produced through assigned research</i>	<ul style="list-style-type: none"> <li>Results of actions and decisions contribute to the research project(s) under general guidance of the principal investigator.</li> </ul>	<ul style="list-style-type: none"> <li>Results of actions and decisions contribute to research program operations under general guidance of the principal investigator</li> </ul>	<ul style="list-style-type: none"> <li>Results of actions and decisions have demonstrated impact on research program operations under general supervision</li> </ul>	<ul style="list-style-type: none"> <li>Results of actions and decisions have significant impact on research program operations</li> <li>Research contributes to funding agency standards and guidelines, research agenda, or funding priorities.</li> </ul>	<ul style="list-style-type: none"> <li>Confers with researchers, faculty and representatives of granting agencies concerning research methods and requirements</li> <li>Results of actions and decisions have significant financial implications</li> <li>Reviews and critiques reports and analysis of other researchers</li> <li>Research results in significant contribution to funding agency standards and guidelines, research agenda, or funding priorities</li> <li>Research results in advancement of knowledge and may have broad clinical, community or economic benefit</li> </ul>
<b>Supervision</b> <i>Considers whether the individual has supervisory responsibility for others</i>	<ul style="list-style-type: none"> <li>Usually no.</li> </ul>	<ul style="list-style-type: none"> <li>Usually no.</li> </ul>	<ul style="list-style-type: none"> <li>Typically no. May supervise research and support personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Typically yes. May oversee non-exempt and exempt researchers and support staff</li> </ul>	<ul style="list-style-type: none"> <li>Almost always.</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant Master's degree, or</li> <li>Relevant Bachelor's <u>and</u> 3 or more years of relevant experience, or relevant independent experience and education.</li> <li>May require licensure</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Master's degree, or</li> <li>Relevant Bachelor's <u>and</u> 3 or more years of relevant experience, relevant independent experience and education.</li> <li>May require licensure</li> </ul>	<ul style="list-style-type: none"> <li>Ph.D. (or relevant terminal degree), or</li> <li>Relevant Master's degree with at least 5 years of formal post-degree professional work experience, or</li> <li>In rare instances, an individual with a comparable professional</li> </ul>	<ul style="list-style-type: none"> <li>Ph.D. (or relevant terminal degree), with at least 5 years of formal "Post-Doc" training and/or post-degree professional work experience with a demonstrated record of research achievement, or</li> <li>Relevant Master's degree, plus at</li> </ul>	<ul style="list-style-type: none"> <li>Ph.D. (or relevant terminal degree), with at least 8 years of experience with a demonstrated record of research achievement.</li> <li>In rare instances, an individual with comparable professional experience but less than a</li> </ul>

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			<p>experience but less than a master's degree, plus 8 years of exceptional relevant professional experience will be considered.</p> <ul style="list-style-type: none"> <li>• May require licensure</li> </ul>	<p>least 8 years of exceptional relevant professional work experience and a record of research achievement.</p> <ul style="list-style-type: none"> <li>• In rare instances, an individual with comparable professional experience but less than a master's degree will be considered, on an exception basis.</li> <li>• May require licensure</li> </ul>	<p>doctoral degree will be considered, on an exception basis.</p> <ul style="list-style-type: none"> <li>• May require licensure</li> </ul>

**Comment [BLC1]:** USE DIFFERENT HEADERS FOR THE PROGRAM/PROJECT positions

**EPA NON-FACULTY JOB LEVEL MATRIX ~ RESEARCH PRACTITIONERS AND PROJECT MANAGERS**  
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Criteria	LEVEL 1 <i>(Research Project Manager/ Research Program Manager)</i>	LEVEL 2 <i>(Senior Research Project Manager/ Senior Research Program Manager)</i>	LEVEL 3 <i>(Research Project Director/ Research Program Director)</i>
<b>RESEARCH PROJECT &amp; PROGRAM MANAGERS and DIRECTORS ONLY</b>	<p>Under the general direction of a Principal Investigator, provides overall coordination of a significant multi-funded and/or multi-site research project(s).</p> <ul style="list-style-type: none"> <li>• Tracks, analyzes and reports project progress and status</li> <li>• May coordinate activities of multiple researchers on each project</li> <li>• Provides instruction, training, and supervision of research assistants and students as needed.</li> <li>• Participates in grant and manuscript writing</li> </ul>	<p>Manages day-to-day study operations of ongoing project and participates in development and implementation of research protocols</p> <ul style="list-style-type: none"> <li>• Analyzes and reports risks to project and recommends risk mitigation measures</li> <li>• Monitors project plans, including tracking scheduling and costs, sponsor approvals and status reports</li> <li>• Develops proposals and budgets, research plans and budget justifications</li> <li>• Hires, trains and supervises the activities of one or more research projects' technical and support staff</li> </ul>	<p>Oversees all phases of program including planning, organizing and implementing the research project</p> <ul style="list-style-type: none"> <li>• Develops risk management processes, develops and implement risk mitigation plans</li> <li>• Manages Institutional Review Board (IRB) submissions/renewals and administrative agreements</li> <li>• Oversees budgets and expenditures for to ensure financial accountability</li> <li>• Assists in developing and implementing fundraising strategy; soliciting potential investors and donors for the project (agencies, foundations, etc.).</li> <li>• Manages project/program staff</li> <li>• Advises University investigators and administrators on research methodologies</li> </ul>