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

Criteria	LEVEL 1 (Research Assistant)	LEVEL 2 (Research Associate)	LEVEL 3 (Research Scholar)	LEVEL 4 (Senior Research Scholar)	LEVEL 5 (Principal Research Scholar)
Nature and Scope of Research *Considers the nature and scope of the studies undertaken and the complexity of data collection/analysis*	• Independently supports, develops, designs, or executes fundamental research activities for a single or multiple research project(s); or • Participates in formulating research methods and suggesting options for improving quality and recommending solutions.	• Independently supports, develops, designs, or executes moderately complex research activities for a single or multiple research projects; or • May serve as co-investigator on a funded research project or principal investigator on small to moderate sized research projects; or • May participate in writing grant proposals or the facilitation of the grant writing process; or • Participates in formulating research methods and suggests options for improving quality and recommending solutions	• Develops, designs and conducts complex research activities for one or more midsize to large research projects, reviews progress and evaluates results; or • May serve as co-investigator on a funded research project or principal investigator on midsize to large research projects; or • May write grant proposals essential to the acquisition of research grant funding; or • May act as liaison with other departments, organizations, divisions or institutions to ensure streamlined collaborative research efforts; or • Formulates research methods and suggests options for improving quality, identifies potential problems, recommends and implements solutions; or Coordinates data collection and screening and verification of data for one or more complex research projects.	• May serve as lead or Co-lead researcher or individual contributor on one or more highly complex; or research projects; • Typically directs projects or components of highly complex large-scale programs or may be responsible for operation of a specialized research program area; or • Oversees development of and monitors integrity of data collection; or • May serve as co-investigator on a funded research project or principal investigator on moderate to large research project(s); or • Obtains or assists in obtaining external research funding; or • Typically, serve as an authoritative source of consultation for other scientists and researchers.	• Leads a highly specialized multi-faceted research program or makes substantive design/methodological contributions to multiple projects; or • Conceives, plans and conducts pioneering work of outstanding scope, difficulty and complexity; or • Directs the work of other research professionals; or • Has full technical responsibility for interpreting, organizing and executing complex research projects; or • Leads submission of proposals for external sponsored funding; or • Demonstrates a high degree of creativity, foresight, and independent judgment in planning and guiding extensive research projects.
Scientific Contribution *Considers level of contribution to publications and other outreach to share results of research*	• Contributes to research publications, reports and draft manuscripts.	• Contributes to publications, reports and draft manuscripts; may co-present results with Principal Investigator at meetings and/or conferences.	• Contributes to and/or co-authors publications and may co-present results with Principal Investigator at meetings and/or conferences.	• Authors and/or co-authors publications and presents and/or co-presents results with Principal Investigator at meetings and/or conferences.	• Defines and implements a publications program of substantial scope and complexity.
Judgment and Discretion *Considers level of independent judgment*	• Works independently on collection of data and analyzes research results for certain aspects of a research project(s).	• Works independently to collect data and analyzes research results;	• Independently formulates research methods and collaborates on options for improving quality;	• Serves as key staff member or manages a moderately to largely complex research program or projects;	• Manages a significant research program of high visibility; • Supervisory responsibility for

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and decision making		• May be responsible for the operation of a specialized laboratory or research area within a department and/or project.	• May be responsible for the operation of a specialized laboratory or moderately complex research area within a department and/or project.	• Operates with considerable latitude in un-reviewed action or decisions; • Develops new/novel techniques; • Designs and applies scientific and numerical models. •	important segment of a unit's research programs. • Responsible for administrative, financial, personnel and planning aspects of project/program •
Research Impact *Considers the impact and outcomes associated with knowledge produced through assigned research*	• Results of actions and decisions contribute to the research project(s) under general guidance of the principal investigator.	• Results of actions and decisions contribute to research program operations under general guidance of the principal investigator	• Results of actions and decisions have demonstrated impact on research program operations under general supervision	• Results of actions and decisions have significant impact on research program operations • Research contributes to funding agency standards and guidelines, research agenda, or funding priorities.	• Confers with researchers, faculty and representatives of granting agencies concerning research methods and requirements • Results of actions and decisions have significant financial implications • Reviews and critiques reports and analysis of other researchers • Research results in significant contribution to funding agency standards and guidelines, research agenda, or funding priorities • Research results in advancement of knowledge and may have broad clinical, community or economic benefit
Supervision *Considers whether the individual has supervisory responsibility for others*	• Usually no.	• Usually no.	• Typically no. May supervise research and support personnel.	• Typically yes. May oversee non-exempt and exempt researchers and support staff	• Almost always.
Minimum Qualifications	• Relevant Master's degree, or • Relevant Bachelor's <u>and</u> 3 or more years of relevant experience, or relevant independent experience and education. • May require licensure	• Relevant Master's degree, or • Relevant Bachelor's <u>and</u> 3 or more years of relevant experience, relevant independent experience and education. • May require licensure	• Ph.D. (or relevant terminal degree), or • Relevant Master's degree with at least 5 years of formal post-degree professional work experience, or • In rare instances, an individual with a comparable professional	• 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 • Relevant Master's degree, plus at	• Ph.D. (or relevant terminal degree), with at least 8 years of experience with a demonstrated record of research achievement. • In rare instances, an individual with comparable professional experience but less than a

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			experience but less than a master's degree, plus 8 years of exceptional relevant professional experience will be considered. • May require licensure	least 8 years of exceptional relevant professional work experience and a record of research achievement. • In rare instances, an individual with comparable professional experience but less than a master's degree will be considered, on an exception basis. • May require licensure	doctoral degree will be considered, on an exception basis. • May require licensure

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Criteria	LEVEL 1 (Research Project Manager/ Research Program Manager)	LEVEL 2 (Senior Research Project Manager/ Senior Research Program Manager)	LEVEL 3 (Research Project Director/ Research Program Director)
RESEARCH PROJECT & PROGRAM MANAGERS and DIRECTORS ONLY	Under the general direction of a Principal Investigator, provides overall coordination of a significant multi-funded and/or multi-site research project(s). • Tracks, analyzes and reports project progress and status • May coordinate activities of multiple researchers on each project • Provides instruction, training, and supervision of research assistants and students as needed. • Participates in grant and manuscript writing	Manages day-to-day study operations of ongoing project and participates in development and implementation of research protocols • Analyzes and reports risks to project and recommends risk mitigation measures • Monitors project plans, including tracking scheduling and costs, sponsor approvals and status reports • Develops proposals and budgets, research plans and budget justifications • Hires, trains and supervises the activities of one or more research projects' technical and support staff	Oversees all phases of program including planning, organizing and implementing the research project • Develops risk management processes, develops and implement risk mitigation plans • Manages Institutional Review Board (IRB) submissions/renewals and administrative agreements • Oversees budgets and expenditures for to ensure financial accountability • Assists in developing and implementing fundraising strategy; soliciting potential investors and donors for the project (agencies, foundations, etc.). • Manages project/program staff • Advises University investigators and administrators on research methodologies