

Roles and Responsibilities of CIC Key Personnel:

CIC Director:

The CIC Director is involved in all aspects of the Center.

Pertaining to the Sponsored Projects Component of the CIC, he/she provides guidance for the effective accomplishment of all sponsored activities:

- Identifies funding sources/opportunities
- Reviews proposal and request changes as needed prior to agency submission
- Confirms that fiscal and non-fiscal institutional commitments have been approved by the appropriate office
- Reviews each proposal submitted and verifies that matching funds sources are identified, if applicable, and that any commitments beyond the life of the grant are documented and realistic
- Provides guidance and support so that each Principal Investigator (PI) or Project Director (PD) can comply with all grant reporting requirements of government by foundation/corporate donors.
- Maintains access to campus ID's updated.

As the Compliance Officer he/she keeps abreast of Federal and non-Federal regulations regarding grants and contracts; disseminates UPR policies, related to grants and contracts; provides guidance and interpretation of federal regulations, agency specific requirements, and UPR policies and procedures; verifies data within effort certification submissions in accordance with UPR policies and procedures and; provides assistance in the response of any audit process (internal and external).

Pertaining to the Institutional Research and Creative Activities Component he/she:

- Activates the various committees that are affiliated with the Center.
- Promotes research and creative activities by facilitating lectures, symposia and workshops, among others, for fellow faculty on research, creative activities and their scope.
- Facilitates the dissemination of research results
- Administers and supervises institutional startup grants.
- Identifies and facilitates mechanisms so that students at our Institution can benefit from the research and creative processes.

CIC Coordinator:

The CIC Coordinator also serves as a Grant Coordinator and works with aspects involving the External Resources Office, the Sponsored Projects Resource Center and the Dissemination components of the CIC. He/She is in charge of:

- Identifying funding sources/opportunities
- Dissemination of funding opportunities
- Assisting faculty with proposal development.

- Coordinating/offering conferences and workshops pertaining to external resources, research and creative activities.
- Maintaining the Center's website and electronic data base.

Grant Writer:

The Institution's Grant Writer is the central axis for the External Resources Office. He/She is responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to federal agencies, foundation and corporate sources. He/she:

- Identifies funding sources/opportunities
- Reviews proposal guidelines to determine funding eligibility.
- Works with the finance office on the development of budget and budget narratives to accomplish proposed work.
- Reviews proposal and requests changes as needed prior to agency submission.
- Reviews each proposal submitted and verifies that matching fund sources are identified, if applicable, and that any commitments beyond the life of the grant are documented and realistic.
- Maintains campus/unit, institute or center Id accesses updated.

CDS Liaison:

The CDS Liaison is involved in all aspects of the Center. His/Her responsibilities are to:

- Coordinate with ISMuL and supervise the use of the facilities.
- Search and apply for funds to support institutional scientific/academic activities.
- Supervise the proper use of equipment, oversee its maintenance and, if necessary coordinate its replacement.
- Identify institutional resources, design and offer workshops that serve to initiate scientific research at our institution.

Administrative Staff:

The CIC Secretary/Administrative Assistant aids the Director, Grant Writer and Coordinator with both Components of the Center. She prepares the necessary forms for the acquisition of research/creation resources, paperwork, billing and change orders for both startup and some sponsored projects; prepares the attend once records provider the necessary documentation and fill in the institutional forms for all activities. The Administrative Assistant also manages the Center's database of Sponsored Projects, Startup Projects, Researchers and Authors.