

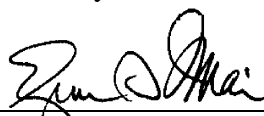
DIRECTOR OF RESEARCH SERVICES

This is a single position class reporting directly to the Senior Vice President and is responsible for planning, organizing, directing, controlling and evaluating the University's extramural contracts and grants management program on a systemwide basis. The position in this class is responsible for providing leadership, direction and control for the development and implementation of policies and procedures that conform to State and Federal laws for the effective management of extramural contracts and grants. The duties include serving as the University's source of interpretation and application of federal laws and regulations governing contracts and grants as well as all other terms and conditions imposed by sponsors; providing or coordinating systemwide oversight for ensuring compliance with statutory requirements or contractual terms and conditions; maintaining, modifying, and improving the financial management internal control systems to meet federal regulations; reviewing proposals for extramurally funded research and training; facilitating the work of client groups; coordinating the University's services with the Research Corporation, etc. Responsibilities also include, and are not limited to, investigation and advisement on all health, safety, and legal risk factors of proposed contracts and grants; negotiation of terms and drafting of contracts, settlement agreements, specifications agreements and other pertinent business and legal documents; review of final contracts and grants; execution of all prime extramural contracts/grants; formulation of fiscal and administrative policies and plans for compliance with sponsored research and educational service agreements which govern all University personnel involved in the fiscal reporting and billing of University contracts and grants; liaison between the University and sponsoring agencies and auditors; resolution of contract disputes and problems; and direction of a professional staff engaged in cost analyses, accounting and reporting, compliance activities, program coordination and related fiscal administration activities. This class is also responsible for direct and on-going administrative support to senior executives in matters relating to research contracts and grants attestation audits, resolution of systemwide problems relating to extramurally funded research requirements, fiscal management for federally financed construction, internal management of overhead income, etc.

The position in this class serves as technical consultant on all matters relating to extramural funds and contracts and grants and the point of contact and expertise with representatives from State and Federal agencies, legislators, auditors, Board of Regents, UH senior executives, and faculty. Work requires extensive knowledge of private, State, Federal rules, regulations and procedures (such as financial related, sponsoring agencies), cost accounting, general accepted accounting principles (GAAP), and automated financial systems for large, governmental operations.

Supervision is exercised over a staff of professional, technical and clerical employees through subordinate supervisors. Work is evaluated for the achievement of goals and objectives.

The amendment, retitling, and repricing of the class Contracts and Grants Administrator to Director of Research Services is approved effective February 16, 2000.



Eugene S. Imai

Senior Vice President for Administration

April 8, 2000

Date