CHAIR

**OVERALL ROLE / RESPONSIBILITY**

**This role includes, but is not limited to, the following: department chair, center director, institute director and program director**

Oversee faculty, staff, students and visitors engaged in research in the department, center, institute, or program. Act as liaison to other University units. Ensure research objectives of the department and University are consistent. Confirm commitment to policies and regulations and take appropriate actions to ensure University's commitment to compliance. Serve as endorser for relevant research transactions.

**ADMINISTRATION**

* Oversee the faculty in relation to their research activities, including collaborative, large-scale research initiatives
* Ensure infrastructure, personnel and other resources are sufficient to meet departmental research needs and strategic vision

**PROPOSALS AND AWARDS**

**[PRE-AWARD](http://osr.northwestern.edu/)**

**Proposal Submission**

* Help faculty and students identify opportunities for proposal development
* Identify and approve space requests, and/or escalate these requests as necessary
* Review and approve proposals relative to scientific merit, resource utilization or other department specific concerns
* Review terms and conditions and endorse proposal for submission. Evaluate and approve cost share requests and commitments
* Provide recommendation letters as required
* Encourage compliance with internal deadlines established by the Office for Grant and Contract Management

**Pre-Award Set-Up**

* Approve commitment of funds for pre-award account

**[POST-AWARD](http://osr.northwestern.edu/)**

* Assist Principal Investigator (PI) with request for non-sponsor funds
* Provide cost share funding associated with proposal-stage commitments
* Direct resources to meet all commitments made in proposals awarded

**[CLOSEOUT](http://www.northwestern.edu/asrsp/grant-management/grant-close-out.html)**

* Provide executive guidance for unresolved issues

**[EFFORT REPORTING](http://www.northwestern.edu/coststudies/effort.html)**

* Provide executive guidance for unresolved issues
* Review terms of faculty employment (i.e. base salary, overall effort allocation) and communicate/document to faculty
* Review and endorse proposals which include, but are not limited to: a) reasonableness of committed effort and b) any proposed committed cost sharing
* Identify effort reporting issues for which guidance is necessary
* With input from faculty, maintain practices that ensure compliance with regulations and policies
* Responsible for department effort reporting compliance