

CENTER FOR VETERINARY MEDICINE

OFFICE OF RESEARCH

1. Office of Research
2. Administrative Staff
3. Authority and Effective Date

1. OFFICE OF RESEARCH (HFV-500).

- a. Advises and assists the Center Director and other officials on research matters which affect Center policy direction and long-range goals.
- b. Provides focal point for all research activities in the Center; serves as the liaison for intramural and extramural research.
- c. Provides scientific review, guidance, and support for research activities (extramural research, training, and fellowship activities); serves as the Center focal point for pre-award coordination.
- d. Evaluates and reviews the adequacy of research resources; appraises the technical aspects and contributions of Center science programs.
- e. Initiates, manages, and reviews Center contracts, grants, cooperative agreements, and interagency agreements with regard to enhancing the Center research and science program activities.
- f. Evaluates and interprets results of scientific research; initiates and recommends action as appropriate to implement policy changes.

2. ADMINISTRATIVE STAFF (HFV-506).

- a. Manages budget, property, space, and acquisition of equipment and services for intramural research programs.
- b. Responsible for the maintenance, repair, and construction of grounds, buildings, and equipment, as applicable, in support of intramural research programs.

- c. Develops and manages health, safety, and chemical disposal required for intramural research programs.
 - d. Produces, reviews, and tracks correspondence, reports, and manuscripts for the intramural research program.
3. AUTHORITY AND EFFECTIVE DATE:
- a. The functional statements for this Office were approved by the Deputy Commissioner for Operations on January 23, 1997.
 - b. The functional statements for the Staff were approved by the Deputy Commissioner for Operations on January 23, 1997.