**Working with the Office of Research as an Associate Dean or Vice Chancellor for Research**

As an Associate Dean or Vice Chancellor for Research, you will be interacting significantly with the Office of Research. Below is a list of areas, points of contacts, and topics that each area would interact with you on.

1. **VPR: Chris Keane**
   1. OR Strategic Objectives and Overall WSU Leadership
   2. WSU Research Initiatives and Priorities
   3. Operations and Compliance
      1. Research Integrity Officer, Research Misconduct, etc. See [EP33](https://policies.wsu.edu/prf/index/manuals/executive-policy-manual-contents/ep33-responding-allegations-research-misconduct/) for more info.
   4. OR Resource and Personnel Allocations/Budget
   5. WSU Research Council
2. **Campus Vet: Nina Woodford**
   1. Veterinary Care
   2. Animal Husbandry and Welfare
   3. Animal Care and Use Training
3. **Commercialization: Sita Pappu**
   1. Disclosures, Patents, Licensing
   2. Industry Connections and Start-ups
   3. Licensing Revenue Receipt and Distributions
   4. No-money Agreements (NDA’s, Outgoing MTA’s, Assignments, POA’s)[[1]](#footnote-1)
   5. Intellectual Property (policies, disputes and litigation)
   6. Cost Sharing and Match for Commercialization Grants
   7. Special Grant funds (CGF, OC Grants)[[2]](#footnote-2)
4. **Research Advancement & Partnerships: Kim Christen**
   1. Proposal Development
   2. Funding Opportunities
   3. Cost Sharing and Match
   4. Strategic Reallocation Projects
   5. Centers, Institutes and Labs
   6. OR Event Management
5. **Research Support and Operations: Dan Nordquist**
   1. Proposal Submissions and Award Negotiations
   2. No Money Agreements (NDA’s, MTA’s, Facility Use, etc.)
   3. OR System Level Support including:
      1. Committee Management: **Conflict of Interest**, Research and Arts Committee, etc.
      2. Research Policies and Procedures
      3. National Level Issues (Foreign Influence, Cybersecurity, Harassment, Data Sharing, etc.)
      4. Technology (MyResearch) including the eREX
         1. eREX Considerations: Cost share commitments, F&A split issues, renovation and remodel issues, RUSH approval issues
6. **Research Assurances: Mike Kluzik**
   1. IACUC & Animal Welfare Program
   2. IRB – Human Subjects Research
   3. IBC & Select Agents
   4. Hazardous Material & Dangerous Good Shipping
   5. Radiation Safety
   6. Export Controls
   7. Lab Safety
7. **Other**
   1. National Laboratory Partnerships: Jonathan Male
   2. Innovation and Research Engagement: Brian Kraft
   3. Communications: Karen Hunt
   4. Other Faculty Issues: Contact Tawni Huffman for current Faculty Liaison list
   5. Connecting with VPR Keane for meetings, etc.: Tawni Huffman
   6. Roles and Responsibilities review: <https://orso.wsu.edu/research-administration-process/>

As a key leader in your Area, the Associate Dean or Vice Chancellor for Research provides strategic research leadership to support development and excellence in achievement of the Faculty’s research goals and objectives. Please note, each Campus/College/Area is unique and the list below may need adjusted to your specific processes, leadership structure, and needs. These are general responsibilities for Associate Deans and Vice Chancellors of Research, however, roles may differ slightly for certain colleges who have uncommon or unconventional leadership hierarchies and may exclude some of these duties or include more specialized responsibilities unique to that college. Please make an appointment with your Dean or Chancellor if you are uncertain about your specific responsibilities.

Core responsibilities:

* Research Leadership – provide strategic leadership and support for research and research training programs within the Faculty, including strategic planning, and research program development and evaluation.
* Research Operations – provide leadership for and coordination of the operational function of the research strategic plan of the Faculty, including training and support in compliance areas (e.g. human subject or animal protocols).
* Research Strategic Planning – Lead in the development of strategic policies related to the improvement and management of research space, to evaluate and coordinate effective utilization of that space within the Faculty in collaboration with the Chancellor, Dean, School/College Directors and/or Center/Institute Directors, and oversee the strategic planning and development of research space and development.
* Faculty Development – collaborates with the Chancellor, Dean, School/College Directors and/or Center/Institute Directors to support faculty research development and to promote research excellence.
* Faculty Representation – represent the Faculty at University level and externally on research-related initiatives (e.g., WSU Research Council, ADR/VCR Meetings, Research Advisory Boards, Research Funding Committees, Research Management Boards, Research Strategic Planning, etc.). This includes liaising with partner organizations and industry and advising the Chancellor, Dean, School/College Directors and/or Center/Institute Directors on university and external research initiatives. Identify new resources for research in partnership with government, industry, philanthropy, and other communities.
* Act as Chancellor or Dean in their absence as necessary, and advise the Chancellor or Dean on the appropriate research strategic direction and progress for the Faculty.

Specific Responsibilities of this position include:

* Engage ORSO[[3]](#footnote-3) related to specific operational issues surrounding proposal, award, and subcontract processing if issues are raised (proposal submission, F&A concerns, problematic clauses in an award, etc.)
* Work with OR[[4]](#footnote-4) units on policies and procedures that may impact your faculty and ensure that faculty and research students are aware of critical issues regarding scholarly integrity in, and ethics of, the conduct of research in the Faculty.
* Be available for ad-hoc projects that require input: surveys, reports, sponsor regulations, etc.
* Coordinate with OCV[[5]](#footnote-5) vivarium services on strategic planning for current and projected animal facility needs (strategic planning can be a broad scope).
* Engage (directly or through a designee) with the OC[[6]](#footnote-6) on strategic protection and triaging of intellectual property and actively participate in the advancement of IP towards commercialization.
* Coordinate identification of faculty for participation in meetings with external funding organizations that provide funding for commercialization projects, IP[[7]](#footnote-7) Committee etc., and identify faculty for internal reviews of commercializable project applications for funding.
* Actively engage in the preparation and submission of nominations to the National Academy of Inventors throughout the year.
* Act as liaison on protocol/policy deviations that could lead to non-compliance or research misconduct and faculty programmatic knowledge/intellectual property concerns or allegations.
* Support and mentor faculty in regulatory compliance including coordination with OCV and ORA[[8]](#footnote-8) on prevention and disciplinary measures.
* Oversee the adherence to compliance mandates, policies, and procedures within and on Campus Labs and other buildings.
* Lead the overall research quality assurance framework of the Faculty; by working with the Chancellor, Dean, School/College Directors and/or Center/Institute Directors to ensure that quality indicators for research are met (e.g., accreditation, regulatory body, and University and Faculty-level standards). Work with Chairs and Directors and faculty researchers to encourage the development of quality interdisciplinary research projects and programs, by taking an active role in promoting linkages between researchers within the Faculty and other Faculties at WSU and externally.
* Encourage and facilitate the development of research translation including technology transfer through collaboration with the office of the Vice President Research.

1. Non-disclosure Agreement, Material Transfer Agreements, Power of Attorney [↑](#footnote-ref-1)
2. Commercialization Gap fund, Office of Commercialization Grants [↑](#footnote-ref-2)
3. Office of Research Support and Operations [↑](#footnote-ref-3)
4. Office of Research [↑](#footnote-ref-4)
5. Office of the Campus Veterinarian [↑](#footnote-ref-5)
6. Office of Commercialization [↑](#footnote-ref-6)
7. Intellectual Property [↑](#footnote-ref-7)
8. Office of Research Assurances [↑](#footnote-ref-8)