## Critical Element: Communication and Teamwork

* Work effectively with other staff and participate in overall team approach involving review, program and grants and contract management staff in managing a program area and meeting funding requirements. Participate in cross Division or Institute committees and programs as appropriate.
* Communicate effectively with support and administrative staff to ensure that duties and responsibilities are clearly understood and can be completed in a timely manner.
* Work effectively on assigned committees, keeping focus on team goals; maintain a professional demeanor and show collegial and respectful treatment of fellow employees and team members.
* Represent IC on trans-NIH Roadmap and functional committees, user groups, or other working groups, committees and subcommittees as appropriate.
* Attend and present at national or international scientific meetings as appropriate. Sponsor workshops at these meetings as appropriate.
* Represent Division/IC/NIH to outside individuals with sound knowledge and judgment, handled with sensitivity and professionalism and, when required, in consultation with others in the Institute or NIH.
* Effectively communicate with persons in the public domain to ensure proper communication of programmatic interests, and NIH policies and procedures.
* Effectively represent the Division/Program to a variety of audiences including Institute leadership, Advisory Council, NIH, Congressional members and staffers, the public and advocacy groups
* Engage the scientific community to seek input on addressing the current and future research goals of the Institute and the Division/Program.
* Effectively communicate to these stakeholders the scientific vision of the Division/Program; identify the community interests and understand their research objectives
* Meet with Division/Program staff at established intervals to discuss scientific and administrative goals and determine their needs, problems and recommendations
* Meet with members of advocacy groups to learn about their concerns and to explain the Division/Program’s current and proposed future work and how it will be useful for those affected by diseases studied by Division/Program
* Assist other branches and teams tasked with contract oversight, support of RFA and PA programs, and supporting non-network clinical protocols
* Provide high quality reports and information on scientific and administrative aspects of the program.

## Critical Element: Knowledge of Science

* Exhibit state of the art scientific knowledge in area(s) of responsibility, as reflected by awareness of current published research and of new scientific developments through interacting with experts within and outside of the government by telephone and at relevant local and national scientific meetings, conferences, and seminars.
  + Serve as the subject matter expert in [insert specific area of scientific expertise] for the branch.
* Attend or monitor by phone assigned Scientific Review Group meetings where science in area of responsibility is discussed.
* Continue training in knowledge of clinical research and clinical trials through NIH offered course work as well as courses offered through other sources to advance knowledge in area(s) of responsibility.
* Present the objectives and funding opportunities of the Contract Portfolio to the lay and scientific community as opportunities arise.
* Participate and present in research branch meetings across Programs to keep up-to-date on other areas of science and Programmatic priorities related to area(s) of responsibility.
* Demonstrate knowledge of scientific program areas through responses to Congressional and other requests, preparation of reports and briefings, and development of initiatives.
* Serve on scientific steering committees or other scientific advisory bodies (e.g., when substantially involved in a cooperative agreement project).

## Critical Element: Knowledge of Policy and Procedures

* Complete all NIH mandatory training, including information security awareness, annual ethics, and sexual harassment training.
* Job-specific training: a) complete the required number of course credit hours per year to maintain NIH FAC-COR Level II certification, b) initiate training courses to achieve FAC-COR Level III certification, and c) complete the NIH Extramural Scientist Administrator training requirement for 2 course credits per year (e.g., OER ESA Orientation, Core Curriculum, STEP programs, or other NIH or IC Training Courses).
* Maintain working knowledge of relevant electronic research administration (eRA) modules, databases, and applications necessary for performing the program official/project officer role.
* Maintain current knowledge of ethical conduct requirements, conflict of interest policy, computer security, and other administrative requirements. Complete required refresher courses by required deadlines
* Display current knowledge of HHS and federal policy and procedures in areas of responsibility as reflected by familiarity with Office for Human Research Protections (OHRP) regulations, Office of Laboratory Animal Welfare (OLAW) regulations, Federal Acquisitions Regulations, etc.
* Continue training in knowledge of clinical research and clinical trial SOPs as well as FDA guidance and CFR to assist grantees.

## Critical Element: Program and Portfolio Management

* Adhere to NIH and IC policies on pre- and post-review responsibilities
* Apply expertise and skills in developing research programs, clinical protocols, monitoring and oversight of research performance, and evaluating protocol outcomes, and data generated from Institute sponsored programs.
* Attend or monitor via phone Scientific Review Group reviews of assigned applications.
* Convene and organize annual awardee meetings as needed.
* Expertly respond to requests for information from the IC Director, Program Director or Leader within required time period.
* Maintain confidentiality of privileged information.
* Manage assigned portfolio of contracts, interagency agreements, grants, and cooperative agreements.
  1. Manage projects and activities under assigned contracts
  2. Coordinate with sponsors, contractors, subcontractors, institute staff and other contract team personnel to efficiently use available resources to accomplish the contract task,
  3. Assist contract team leader in developing the follow-on contract, including finalization of the RFP and follow-on activities that support review and award of the final contract.
* Monitor, review, and evaluate scientific progress of Contractors/grant awardees, and scientific and budget requests from Contractors/grant awardees.
* Oversee Human Subject research and ensure compliance with HHS regulations and NIH policies
* Oversee Vertebrate Animal research and ensure compliance with HHS regulations and NIH policies.
* Perform preparatory work for award of competing research and training grants within established IC policies and deadlines.
* Perform staff visits or site visits as necessary or required by FOAs.
* Provide appropriate funding and budget recommendations to the Division Director or other IC officials
* Provide expert advice to Program Director, Branch Chief, IC Advisory Council and/or Institute management based on informed knowledge of the applications involved and their review. Address appeals from applicants.
* Provide management oversight and technical guidance for the team of contractors and federal staff that are assigned to the portfolio of contracts and interagency agreements.
* Serve as an Executive Secretary of a Protocol Review Committee, Data and Safety Monitoring Board, Observational Safety Monitoring Board, or comparable committee (as needed).
* Thoroughly and appropriately explain significant current research developments when a report is requested.
* Work with support staff to accomplish administrative requirements.

## Critical Element: Evaluation and Promotion of Assigned Scientific Area

* Review lay and scientific literature and assigned research grant and contract portfolio to ensure appropriate balance of the portfolio and to identify gap areas.
* Provide advice to potential and current awardees concerning program areas and research priorities, and encourage new applications in these areas. Encourage career development of scientists.
* Provide guidance and advice to grantees and potential grantees on NIH policy and procedures.
* Organize research-related working groups and workshops to analyze a research topic area and obtain recommendations for future programmatic initiatives, as funding permits.
* Serve on trans-IC, trans-NIH, NIH Roadmap, or inter-agency committees in relevant areas of science.
* Serve as a major source of scientific or clinical knowledge for the Program, Division, and Institute/Center. Draw upon this knowledge, scientific or clinical background, and results of scientific and clinical study findings in advising on program policies and priorities.
* Develop, write, and present initiative concepts for consideration and approval by Program Leaders, IC Director, and Advisory Council or other peer review group, as funding permits.
  + Identify as appropriate PA, PARs for R01, R21s, SBIR and STTR mechanisms to support emerging research areas.
* Stimulate and develop program area through writing Funding Opportunity Announcements (FOAs) and Requests for Proposals (RFPs) and other materials necessary to initiate Institute/Center sponsored research, as funding permits.
  + 1. Assist in management of assigned initiative, grants and contract research.
    2. Propose innovative strategies to strengthen research portfolio.
    3. Participate in planning retreats as needed to identify scientific opportunities, gaps and challenges.
    4. Provide assistance where needed for personnel supporting the research portfolio.