## Critical Element: Initiative Planning and Development

* + - Provides expert advice and assistance to extramural research scientific divisions in the design and writing of grant, cooperative agreement, and contract solicitations that support the desired research goals and are clear and understandable to the scientific community
    - Provides instructions and serves as an authoritative resource about initiative development, design of the solicitation, and specification of requirements and limitations of scientific, technical and administrative content that are clear and consistent with all Federal, HHS, NIH and IC policies, procedures, requirements, and guidelines
    - Ensures that initiative planning meetings address the scope and breadth, key design features, critical requirements, and terms and conditions of award for grants and cooperative agreements or technical requirements for contracts
* Continues efforts to improve, modify, and refine Team-based initiative development processes and procedures; assists with enabling capacity to maintain Team-based initiative development processes and procedures by ensuring at least 70% adherence to Project Plan dates under OID's direct responsibility

## Critical Element: Knowledge of Grant and Contracts Solicitation

* Displays knowledge of current policies and procedures in the areas of responsibility as reflected by familiarity with Federal regulations and HHS, NIH and IC grant, cooperative agreement, and contract policies
* Enhances knowledge through participation in formal and informal training activities; ensures compliance with all mandatory training requirements
* Understands the provisions of new legislation that impact the research agenda of the Institute
* Continues regular communications with extramural staff to ensure leadership are appraised of latest changes in NIH extramural policies, guidance’s, and templates; participates in regular meetings and communicates with the extramural staff to remain current and consistent with regard to contract policies and procedures; communicates with extramural research scientific division coordinators to ensure that Program staff are aware of current policies and procedures

## Critical Element: Management of Challenge/Prize Competitions

* Establishes and provides continued improvements for the processes and procedures for implementing and operating challenge/prize competitions under America COMPETES (Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science) Reauthorization Act of 2010 for the IC
* Provides expert advice and assistance to extramural research scientific divisions in the development, planning, design, and solicitation of challenge/prize competitions
* Provides instructions and serves as an authoritative resource about challenge/prize competitions, and ensures that all challenge/prize competitions are consistent with all Federal, HHS, NIH, and IC policies, procedures, requirements, and guidelines
* Coordinates the selection and award of challenge/prize competitions, including development of the solicitation, interactions with the challenge/prize competition committee(s), award selection, appropriate notifications both internal and appropriate external entities, and required reporting
* Continues exploring methods and strategies to assist extramural research scientific divisions and other IC staff in the development and selection of challenge/prize competition packages

## Critical Element: Office Planning, Assesment and Special Projects

* Participate in job-specific and cross-training opportunities to enhance requisite knowledge and skills, as available
* Contribute to the Policy Team efforts by attending team meeting and performing ad hoc duties as needed. (Policy)
* Provide multiple alerts and/or executive summaries of activities, conferences, and white papers dealing with public sector enabled outputs and outcomes and return on investment to the IC

## Critical Element: Portfolio Analysis

* Identify opportunities for partnership and collaborations outside the IC and NIH to conduct portfolio analyses
* Conduct portfolio analyses and determine the most efficient format, techniques, resources and tools to monitor the performance of research portfolios across the IC, as needed
* Understand and use data from various databases internal to and outside of NIH
* Actively participate in dissemination of portfolio analysis results
* Participate in portfolio analysis related meetings both in and outside NIH to keep abreast of developments in this field
* Participate actively in Governance of portfolio analytic available at an IC: to identify common goals for various stakeholders in the IC. Identify links and common elements in data, promote stewardship and governance, minimize data duplication, extraction and reconciliation efforts, leverage collective wisdom gained from individual projects, and improve capacity to use dashboards as an effective business intelligence tool
* Continue to provide leadership to the Office of Communications Business Analytics (BA) team to identify methods for importing, cleaning and building a database consisting of the IC's scientific coding data. Identify additional dimensions as necessary for the above mentioned data analytic tool. Complete data QA on at least 15 dimensions selected for visualization
* Maintain online libraries/repositories of catalogued and validated tools that will be used as resources by the IC staff
* Conduct portfolio analyses and determine the most efficient format, techniques, resources and tools to monitor the performance of research portfolios across the IC, as needed

## Critical Element: Support and Enhance Program Evaluation

* Participate in a variety of program specific, mission critical, and sometimes politically sensitive evaluation activities
* Coordinating and managing all submissions, correspondence, and reporting requirements for all evaluation-related Paperwork Reduction Act (PRA)/OMB applications for The IC staff
* Participating in the development of IC systems for Policy to effectively and efficiently administer multiple evaluation projects
* Developing tools and resources to enhance Policy's ability to provide evaluation consultation services to IC program staff
* Participating in evaluation-related training to maintain requisite knowledge and skills, as available
* Leading efforts to promote and facilitate the IC Paperwork Reduction Act (PRA)/OMB applications
* Lead and assist in efforts to conceptualize, collect data, synthesize, analyze, report, and/or present on IC evaluation projects and activities
* Coordinate and assist with implementation of evaluation-related training and outreach for the IC
* Coordinating and managing all submissions, correspondence, and reporting requirements for all evaluation-related Paperwork Reduction Act (PRA)/OMB applications for the IC staff
* Maintaining all relevant correspondence with applicants and Project Clearance Branch/OER/NIH Program staff
* Participate in IC evaluation and research workgroups and committees, successfully representing the interests of the IC

## Critical Element: Quality Control

* Reviews, refines, modifies and clarifies draft initiatives to ensure that they are clear, understandable and consistent with the goals of the proposed research program
* Ensures that the proposed research objectives and funding parameters are appropriate for meeting the goals, purpose and intent of the research program
* Assists with enabling workflow management and tracking capabilities by ensuring that RIMS-Portal and affiliated systems manage Team-based Quality Control activities for at least 80% of grant, cooperative agreement, and contract initiatives
* Recommends approval of final scientific, technical and administrative components of grant, cooperative agreement, and contract solicitations
* Assists with continued development of tools, processes and procedures for monitoring, tracking and approving research initiatives
* Continues efforts to explore efficiencies in current OID and Team-based ID Quality Control practices