

Biomedical Engineering - 858

Scientific Program Portfolio Management

The research grants program is managed effectively by performing one or more of the following duties:

- Accurately presents reviews, conclusions and recommendations to appropriate scientific review groups and committees on bioengineering initiatives.
- Regularly attends and actively contributes to scientific review group meetings to assist Program staff.
- Independently prepares materials for IC advisory council with minimal errors.
- Provides technical support to scientific program staff in a timely manner.
- Manages grant and grant application assignments to scientific program officers and maintains integrity of the coding system in IMPAC II.

Program Analysis

Assistance is provided to Program Officers for the analysis, tracking, and reporting of the IC's scientific research grant portfolio through the following activities:

- Prepares technical reports on the results of research grant studies for distribution within and without the government.
- Prepares or assists in preparing Institutes responses to written technical and/or program related inquiries, and provides consistently accurate guidance to Institute staff regarding interactions with congressional staff.
- Provides reliable and complete advice accurate information, and critical reviews on a timely basis, as requested.
- Tracks and maintains IC specific scientific program data relevant to the grant portfolio as needed.

Scientific Program Outreach

Effective outreach activities for scientific programs that support and promote overall IC goals are well executed as evidenced by:

- Accurate information is consistently provided on NIH guidelines and requirements concerning areas of INSTITUTE interest.
- Liaisons with Institute program staffs as well as other NIH institutes, OD, Federal agencies and non-Federal organizations concerned with biomedical engineering are effective and continuously maintained.
- Opportunities that encourage closer working relationships among scientists involved in biomedical engineering are communicated to the immediate supervisor or appropriate senior program staff.
- As requested, the scientific goals of the IC are promoted and effectively explained during interactions with universities, research institutions, and other government agencies.
- Significant contributions to presentations to medical and scientific experts who serve as advisory committee members responsible for the evaluation of grant applications.

Planning and Development

Assistance is provided in the planning and direction of programs that support and promote overall IC goals by performing one or more of the following duties:

- Routinely provides reliable and complete advice, accurate information, and critical reviews on a timely basis.
- Keeps supervisor apprised of current status or problems.
- Assists in the development of the Institute's strategic planning initiative and provide a continuing assessment of the Institute's ability to meet its challenges.
- Plans, coordinates, and manages special events or meetings as required.

Knowledge Maintenance

Maintains knowledge of state-of-the-art science, policy, and procedures in area of responsibility by the following:

- Displays current knowledge of NIH policy and procedures in areas of responsibility as reflected by familiarity with NIH policy chapters, NIH policy memoranda, NIH Guide Announcements, etc.
- Displays current knowledge of IC policy and procedures in area of assigned responsibility as reflected by familiarity with IC policy and procedures.
- Maintains working knowledge of relevant electronic research administration (eRA) modules, databases, and applications as necessary for performing the portfolio analysis tasks.