



30 January 2023

MEMORANDUM NO. 158
Series of 2023

T O: Dr. Allen Glennie P. Lambert

R E: Designation as OIC Head, Grants Development Office

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as OIC, Grants Development Office effective February 1, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

You are tasked to do the following:

1. Write proposals for development grants of the university in pursuit of its strategic and internationalization plans.
2. Assist the component colleges in planning and preparing grants/proposals for funding.
3. Guide and facilitate faculty and staff in the development and preparation of research proposals, contracts, sub-contracts, and agreements, to include budgets, documentation, and interpretation of funding requirements.
4. Serve as a central negotiator and liaison between the University, funding agencies, and contract entities; research, draft, and approve formal responses to requests for proposals, quotation, contracts, and agreements.
5. Assist in the formulation of processes and procedures for negotiation of contract and grant pre-awards and post-awards to meet university requirements.
6. Participate and/or assist in special projects, and perform associated administrative duties as maybe assigned by the University President.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

EDGARDO E. TULIN
President

cc:	OVPA	OVPSAS	USSO	ODF/Budget	ODHRM/RSPPRO	Deans
	OVPAF	OVPPRGAS	OHIA	Accounting	Registrar	Directors
	OVPREI	OUS	COA	Cash	Records	File