



22 February 2021

**MEMORANDUM NO.** 87  
Series of 2021

**T O: Mr. Allen Glennie P. Lambert**

**R E: Designation as OIC Head, Office of the Grants Development**


By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Officer-in-Charge, Office of the Grants Development effective March 1, 2021 until December 31, 2021 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	ODABRD/PRPEO	Deans
	OVPAF	OVPPRGAS	IASO	Accounting	Registrar	Directors
	OVPREI	OUS	COA	Cash	Records	File