



30 July 2020

MEMORANDUM NO. 395

Series of 2020

T O: Prof. Rosa Ophelia D. Velarde

R E: Designation as OIC, 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 August 3, 2020 until December 31, 2020 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: OVPAA
OVPAF
OVPPRGAS
OVPREI
OVPSAS
OUS
Deans
Directors
Cash
Registrar
ODF/Budget
ODAHRD/PRPEO
IASO
Accounting
COA
Records
File