



Campus Leader Position Description and Annual Responsibility Checklist

Campus Leader Position Description: The CL is responsible for overseeing INBRE activity at their institution. They serve on the statewide Executive Committee to guide the program and help make strategic decisions. This Executive Committee meets up to three times per year. The CL is the liaison between their institution and the INBRE Management Group (Director CH Bohach, Associate Director/Program Coordinator SA Minnich, Data Science Core Director Ken Cornell, Student Program Director Nancy Johnston, Evaluation Director Ashley Bogar, Program Manager Angel Shears, and Fiscal Director Whitney Myers). To reflect programmatic changes, the CL has re-budget authority that may require INBRE Fiscal Director approval as noted in the subaward agreement. *The time devoted to being an INBRE CL cannot exceed 1 month/year.*

The INBRE Campus Leader (CL) is selected by the INBRE Program Director/Principal Investigator (CH Bohach) and the INBRE Program Coordinator (SA Minnich). Selection is done in conjunction with the institution's upper administrator who serves on the INBRE Steering Committee. Any change in the assignment **must begin** with the current CL contacting CH Bohach and SA Minnich.

Desirable qualifications: Faculty or research scientist with expertise in Biology, Chemistry, or related sciences (preferably tenured and with administrative experience); knowledge/experience with the Idaho INBRE Program; experience with providing faculty/students with biomedical research opportunities.

Annual check on doing all CL Duties:

- Know the CL Position Description (above).
- Communicate all INBRE opportunities/events/information to faculty and students at your institution.
- Direct the distribution of the institutional INBRE block grant.
- Track INBRE activities on your campus such as funding expenditures, student activities, milestone compliance, and research.
- Complete the annual report that includes a re-cap of all activities.
- Attend the INBRE Statewide Research Conference.
- Participate in annual INBRE Site Visits on your campus.
- Interact with the INBRE External Advisory Committee, as needed/requested.
- If your campus has an INBRE Student Coordinator, oversee their activity.
- Help your students complete the program requirements:
 - CITI RCR training
 - Get eRA Commons ID if >160 hours and complete eRA Commons profile
 - Create/Update a LinkedIn account; add [Idaho INBRE](#) and connect with [Ashley Bogar, Evaluation Director](#)

*If you are receiving this document for the annual check, please **acknowledge** reading it by replying to the sender by email.*