

10. To ensure that in research being undertaken under University contract, effective liaison is maintained with the client and that commitments are being met. To arrange meetings and exchange of information with clients or sponsors during the life of a grant or contract as appropriate.
11. To ensure that effective management of group activity, such as might occur on interdisciplinary projects, is arranged and agreed upon with the supporting agency.
12. To maintain a continuous survey of research activities and potential in the University.
13. To provide assistance on patent matters.
14. To ensure that all research proposals are in accordance with University policy and have received the necessary approvals.
15. To provide Department Chairmen periodically with information regarding faculty research proposals or early negotiations regarding contracts and the extension of contracts.
16. To maintain continued liaison with other departments in the University (e.g. Departments of Co-ordination and Placement, Information Services, in addition to academic departments) with regard to the dissemination of information regarding the research capability of the University.
17. To assist faculty and the University Research Grant Sub-Committee in the administration of University of Waterloo Research Grants, including provision of the Secretary to the University Research Grant Sub-Committee.
18. To assist faculty and to ensure fulfillment of all University obligations in matters concerning human subjects involved in research. To this end the Committee on Research Involving Human Subjects has been established to advise the Co-