

all calls for research proposals, bids on research projects, contract opportunities and so on.

4. To develop and disseminate knowledge of faculty expertise. A continued liaison with Department Chairmen, Deans and faculty generally is seen as essential in order that this goal be met.
5. To be cognisant of changing attitudes and priorities in government at both federal and provincial levels, such that appropriate and prompt action can be taken in response to new approaches to research and its funding by government.
6. To assist technology transfer to industry, including promotion of joint industry/university, government/university and industry/university/government research efforts.
7. To make available administrative services and other aid as stipulated by University policy or as requested by academic staff in the planning and implementation of research. It is recognized that the principal investigator exercises technical management of the research with the overall management being subject to audit and joint responsibility with the Office of Research, particularly in the case of contracts, within the constraints imposed by the corporate responsibility of the University to a client or sponsor. It is the function of the staff of the Office of Research to provide assistance and relieve the investigator of as much administrative detail as possible. It is the responsibility of the staff to make known the range of services available through the Office of Research.
8. To aid individual faculty and groups in the preparation of research proposals and to be aware of sources of information about current research elsewhere.
9. To undertake on behalf of the University, negotiations of research contracts between the University and other parties and provide for the servicing, verification of reporting and closing of active projects.