



Principal Investigator – NIH Oral Health Workforce Research Subaward

Position Title: Principal Investigator – NIH Oral Health Workforce Research Subaward

Department/College: CNU

Reports To: Dr. Catherine Yang (Vice President of Research) and Dr. Rosemary Wu (Dean of College of Dental Medicine)

Grant/Project: NIH Oral Health Workforce Research Project

Funding: NIH-Funded Subaward

Position Type: Grant-Funded / Faculty

FTE: 0.28

Grant Effort: 28%

Salary: \$50,000.00 annual paid by the grant

Project Periods:

Year 1 – September 1, 2026 through August 31, 2027

Year 2 - September 1, 2027 through August 31, 2028

Year 3 - September 1, 2028 through August 31, 2029

Year 2 - September 1, 2029 through August 31, 2030

Year 2 - September 1, 2030 through August 31, 2031

Position Summary

The Principal Investigator (PI) provides scientific, scholarly, and programmatic leadership for California Northstate University's participation in an NIH-funded subaward supporting research related to the oral health workforce.

The PI is responsible for the successful implementation of CNU's approved scope of work and for ensuring that research activities are conducted with scientific rigor and in accordance with the subaward agreement, approved research protocols, applicable NIH requirements, federal regulations, and University policies.

The PI serves as CNU's primary scientific representative for the project and works collaboratively with the Principal Investigator and research team at the prime recipient institution, CNU academic leadership, research administration, Finance/Business Office, compliance personnel, faculty, staff, students, and external research partners.

The PI provides scientific oversight of project resources but does not independently exercise institutional authority over contracting, financial reporting, invoicing, or other administrative functions reserved for authorized University offices.

Essential Duties and Responsibilities



1. Scientific and Research Leadership

- Provide scientific leadership for CNU's portion of the NIH-funded research project.
- Direct implementation of the research aims, methodology, activities, and deliverables assigned to CNU under the approved subaward scope of work.
- Ensure research activities are scientifically rigorous and consistent with the objectives of the overall NIH-funded project.
- Participate in the development and refinement of research questions, study protocols, data collection instruments, analytical methodologies, and evaluation approaches.
- Provide subject-matter expertise related to the oral health workforce, which may include workforce supply and demand, geographic distribution, workforce diversity, dental education, career pathways, practice patterns, access to oral health services, and related workforce issues.
- Evaluate research findings and contribute to the interpretation and application of study results.

2. Subaward and Project Management

- Serve as CNU's primary scientific and programmatic contact for the subaward.
- Maintain regular communication with the prime recipient's Principal Investigator and research team.
- Manage CNU's research activities according to the approved project timeline, milestones, deliverables, and scope of work.
- Participate in required project meetings, investigator meetings, advisory committees, and other grant-related activities.
- Monitor progress toward CNU's research objectives and promptly identify potential delays, barriers, or deviations from the approved research plan.
- Coordinate proposed changes in scope, key personnel, effort, budget needs, or project activities with CNU's appropriate administrative offices before commitments are made to the prime recipient or other external parties.
- Provide timely scientific and programmatic information needed for reports submitted to the prime recipient and NIH.

3. Research Data and Analysis

- Oversee the collection, management, validation, analysis, and interpretation of research data associated with CNU's scope of work.
- Ensure appropriate procedures are implemented to maintain data quality, integrity, confidentiality, privacy, and security.
- Develop or oversee research documentation necessary to support study methodology, analysis, findings, and conclusions.
- Collaborate with statisticians, data analysts, faculty investigators, research staff, students, and external collaborators as appropriate.
- Review research analyses and findings for scientific accuracy and consistency with approved methodologies.
- Ensure research records are maintained in accordance with applicable institutional, sponsor, and regulatory requirements.



4. Regulatory Compliance and Research Integrity

- Conduct project activities in accordance with applicable NIH requirements, federal regulations, the subaward agreement, approved protocols, and CNU policies and procedures.
- Ensure required Institutional Review Board (IRB) review and approval is obtained and maintained when project activities constitute human subjects research.
- Ensure personnel engaged in research complete applicable institutional and sponsor-required training.
- Promote compliance with requirements concerning human subjects protection, research integrity, conflicts of interest, data management and sharing, confidentiality, privacy, and records retention.
- Promptly communicate potential protocol deviations, research compliance concerns, conflicts of interest, or other reportable matters through appropriate University channels.
- Cooperate with institutional monitoring, audits, sponsor reviews, or other oversight activities related to the project.

5. Grant Budget and Resource Oversight

The PI has primary responsibility for the **scientific and programmatic appropriateness** of resources used to accomplish the approved scope of work. The PI will:

- Review project expenditures periodically with the appropriate CNU administrative and financial personnel.
- Confirm that requested project expenditures are necessary and appropriate for accomplishing the approved research objectives.
- Assist in developing budget projections and identifying anticipated personnel, research, travel, supply, data, and other project needs.
- Monitor project progress in relation to available resources and notify appropriate administrative personnel of anticipated budgetary or programmatic issues.
- Ensure project personnel devote effort consistent with their approved project responsibilities and applicable institutional requirements.
- Obtain required institutional approvals before implementing changes requiring sponsor, prime recipient, or University authorization.

The PI's oversight responsibilities do not replace the institutional responsibilities of CNU's Finance/Business Office, Sponsored Programs/Research Administration, Human Resources, or other authorized offices for financial accounting, payroll, procurement, contracting, invoicing, financial reporting, or institutional certification.

6. Personnel and Research Team Leadership

- Provide scientific direction to faculty, research staff, students, consultants, and other personnel assigned to the project.
- Define research assignments and monitor completion of assigned activities and deliverables.
- Provide appropriate mentorship to participating students, trainees, junior faculty, or research staff.
- Promote responsible, ethical, professional, and collaborative research practices.



- Coordinate interdisciplinary participation across CNU colleges, departments, or administrative units when applicable.
- Facilitate effective collaboration with external investigators and project stakeholders.

7. Publications, Presentations, and Dissemination

- Lead or contribute to preparation of manuscripts, abstracts, technical reports, presentations, policy briefs, and other scholarly products arising from the project.
- Provide scientific and programmatic information required by the prime recipient for NIH progress reports and other sponsor reporting.
- Present research findings at professional conferences, academic meetings, stakeholder meetings, and other appropriate venues.
- Ensure publications and presentations appropriately acknowledge grant support and comply with applicable NIH, subaward, and institutional requirements.
- Follow applicable requirements concerning authorship, publication review, intellectual property, data sharing, and dissemination.

Minimum Qualifications

- Doctoral or professional degree in dentistry, dental public health, public health, health services research, health policy, epidemiology, health sciences, health professions education, or a closely related discipline.
- Demonstrated research experience relevant to oral health, health workforce development, health services, health professions education, public health, or a related field.
- Knowledge of quantitative, qualitative, mixed-methods, or other research methodologies applicable to the project.
- Demonstrated ability to lead research projects and collaborate effectively with multidisciplinary teams.
- Strong analytical, organizational, written, and oral communication skills.
- Ability to interpret research findings and communicate results to academic, professional, policy, and community audiences.
- Ability to comply with institutional policies and federal requirements applicable to sponsored research.

Recommended Allocation of Responsibilities

Principal Investigator: Scientific direction; research methodology; research team oversight; scientific appropriateness of project expenditures; project milestones; data analysis and interpretation; scholarly products; and programmatic reporting.

Research/Sponsored Programs Administration: Subaward administration; sponsor and prime-recipient coordination on administrative requirements; review of award terms; prior approvals; compliance coordination; institutional reporting; and maintenance of sponsored-project documentation.

Finance/Business Office: Establishment and maintenance of grant accounts; expenditure accounting; financial monitoring; invoicing; financial reporting; reconciliation; and financial records supporting the subaward.



Human Resources/Payroll: Employment actions, compensation administration, payroll processing, and applicable personnel documentation.

Institutional/Research Compliance: IRB oversight, conflicts-of-interest requirements, research compliance, and other regulatory oversight as applicable.

Grant-Funded Position Statement

This position is supported in whole or in part through an externally funded NIH subaward. Continued appointment, compensation, and percentage of effort associated with the project are contingent upon the availability and continuation of grant funding, the subaward period, satisfactory performance, and institutional needs.

Assignment to the project does not guarantee employment or grant-supported compensation beyond the authorized project period.

Acknowledgment

This job description identifies the principal duties and responsibilities of the position and is not intended to constitute an exhaustive list of all responsibilities. Duties may be modified consistent with institutional requirements, the approved sponsored-project scope, applicable policies, and funding availability.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until positions are filled.

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status.

All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7300.