UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Research Integrity

DIVISION: Research and Economic Development

REPORTS TO: Vice President, Research and Economic Development; work closely with the office of the General Counsel

GRADE: 16

SUPERVISES: Professional, technical, administrative & other support staff

BASIC FUNCTION:

Supervise university compliance activities and procedures in research, instruction, and service activities related to the regulations and requirements of any extra-mural funding agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the efforts of all research compliance activities related to extra-mural funding, including the Institutional Review Board (IRB) to protect human subjects, the Institutional Animal Care and Use Committee (IACUC) to protect animals, and the Institution BioSafety Committee (IBC), while serving as the lead person for implementing and monitoring scientific misconduct.

Serve as the Export Control Officer and “empowered official” for the Institution with primary responsibility for the implementation of export control policies and procedures throughout the University, training and advising faculty and staff in all export-related matters including travel to embargoed and sanctioned countries.

Serve as the Institutional Conflict of Interest Officer with responsibility for developing, modifying and implementing policies and procedures for compliance with federal and state regulations regarding financial conflict of interest.

Act as liaison to the Radiation Safety Program and the Diving Safety Program, and represent the Division of Research and Economic Development to all other University departments and divisions on all matters related to institutional compliance.

Maintain an effective working knowledge of all federal, state and local rules and regulations regarding institutional compliance, scientific misconduct, and conflict of interest. Implement training programs, and oversee the implementation of an electronic-based record system for all institutional research regulatory committees, all with the aim of coordinating committee transparency and emphasis on communication.

Provide strategic input to the Vice President for Research and Economic Development in implementation and management of institutional policies and procedures related to faculty conflicts of interest, responsible conduct of research, misconduct in research export control, and use of the institution’s facilities for animal research.
Make decisions with regard to hiring, training, and performance evaluations of subordinate staff. Manage and direct the efforts of professional and support staff in the Office of Research Compliance.

OTHER DUTIES AND RESPONSIBILITIES:

Implement written policies, and procedures for human subject research, animal research, conflict of interest, export control, and biosafety.

Develop workshops for ethics training and the responsible conduct of research.

Respond promptly to non-compliance, develop corrective action and report findings to the appropriate agencies and officials.

Assist in the submission of annual reports to federal agencies.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing and database management software, and other computer software as needed.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master’s Degree or higher; five years of professional experience in research compliance; demonstrated legal acumen regarding federal and state regulations in a university setting, particularly in regard to export arms control and federal and state conflict of interest regulations; demonstrated scientific research related experience in several of the following areas of federal or state research compliance: animal care and use, human subject protection, scientific misconduct, biosafety, and responsible conduct of research; demonstrated strong organizational skills and decision-making ability; strong interpersonal skills; demonstrated ability to communicate effectively orally and in writing; demonstrated ability to organize, coordinate and supervise support staff; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to faculty, staff and students; demonstrated ability to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports.

PREFERRED: J.D. or significant legal experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.