UNIVERSITY OF RHODE ISLAND

POSITION DESCRIPTION

TITLE: Director, Research Integrity

DIVISION: Research and Economic Development

REPORTS TO: Vice President, Research and Economic Development

GRADE: 16

SUPERVISES: Professional, technical, administrative & other support staff

BASIC FUNCTION:

Supervise university compliance activities and procedures for research. Provide instruction, mentorship and service activities related to the management of institutional adherence to the regulations and requirements of institutional funding and various funding agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate the efforts of all research compliance activities, including the Institutional Review Board (IRB): to oversee the ethical conduct of research involving human participants; the Institutional Animal Care and Use Committee (IACUC): to oversee the ethical conduct of laboratory research involving animals; and, the Institution’s BioSafety Committee (IBC): to oversee compliant use of recombinant or synthetic nucleic acids, and select agents and toxins. Play an important role in managing any issues that may involve scientific misconduct.

Oversee Export Control and Defense Security 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 with regard to the 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.

Work closely with the General Counsel office to assure University compliance.

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:

Both implement, and advise on the refinement of, written policies and procedures for human subject research, animal research, biosafety, conflict of interest and export control.

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; Minimum five years of combined professional experience in research compliance activities in the areas of animal care and use, human subject protection, biosafety, scientific misconduct, conflict of interest, and/or responsible conduct of research; Demonstrated experience regarding federal and state regulations in a university setting; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Certification in Research Administration by an appropriate program or professional society; and, Demonstrated professional experience with increasing leadership roles overseeing the following compliance areas: human subject protection, animal use and care, responsible conduct of research, and biosafety.
ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.