University of Rhode Island
Position Description

TITLE: Assistant Director, Compliance

DIVISION: Research and Economic Development

REPORTS TO: Director, Compliance

GRADE: 11

SUPERVISES: Support staff and student workers in Compliance Division of Research Office

BASIC FUNCTION:

Assist the Director of Compliance, committees of the Division, and individual researchers in ensuring the University’s compliance with federal regulations and institutional policies governing research, through guidance in initial proposal submission, monitoring of research, communication with researchers and federal agencies, and educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Advise and guide researchers in complying with University policies and all pertinent federal regulations governing research; establish and maintain good working relationships with faculty and staff involved in research requiring compliance oversight.

Assist faculty, staff and student researchers in submitting research proposals for initial and continuing review by various compliance committees, and in interpreting federal regulations and institutional policies.

Monitor research projects and contact researchers to ensure continuing compliance with federal regulations and institutional policies.

Develop and deliver education and training programs on compliance-related activities. Facilitate training in the responsible conduct of research for students, faculty and staff, as recommended by the PHS Office of Research Integrity and mandated by the University’s Graduate Council.

Plan, facilitate and/or provide requisite continuing education to the members of the University's Institutional Review Board and Institutional Animal Care and Use Committee.

Assist the Director of Compliance in providing support to committee Chairs, members, and the University’s Attending Veterinarian in the fulfillment of their duties.
Assistant in coordinating membership, administration and activities of various institutional committees.

Assist in formulating and updating the University’s research compliance policies and procedures.

Assist in facilitating inspections by the U.S. Department of Agriculture and the U.S. Food and Drug Administration of the University’s Animal Care and Use Program and its Institutional Review Board.

Assist in preparing and submitting reports to both government agencies and institutional officials.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in the University’s Research Ethics Fellows Program, which aims to train graduate students and their faculty mentors in the following 9 core areas of research: Data acquisition, management, sharing, and ownership; mentor/trainee responsibilities; Publication practices and responsible authorship; Peer review; collaborative science; Human subjects; Research involving animals; Research misconduct; Conflict of interest and commitment.

Help maintain, develop and monitor computerized tracking system for research proposals.

Assist, as needed, other staff in the Research Office in discharging their responsibilities; provide training and guidance.

Stand in for the Director of Compliance when necessary.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database software and management, other computer software as needed, all equipment necessary to conduct effective educational programs.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor’s degree required, Master’s degree preferred. The following are required: At least five years of administrative experience in a research compliance office; knowledge of and experience with the application of federal, state and institutional regulations governing both human and vertebrate animal protection programs; experience in dealing directly and effectively with researchers, institutional administrators, government agencies and program inspectors; supervisory experience, and ability to provide guidance and training to staff members; excellent communication (verbal and written) and interpersonal skills; computer proficiency in database management and word processing.

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