

**Job Code: .....101319**  
**Position#:(PSA) ... (E)**  
**Developed by: .....TM**  
**Reviewed by: ..... DLJ**  
**Approved by:.....LK**  
**Date:..... 09/18**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Assistant Director, Research Integrity  
**DIVISION:** Research and Economic Development  
**REPORTS TO:** Director, Research Integrity  
**GRADE:** 12  
**SUPERVISES:** Professional and support staff; Student workers

**BASIC FUNCTION:**

Assist the Director of Research Integrity, committees of the Office of Research Integrity (ORI), 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. Supervise both professional and support staff on a daily basis to meet the office's objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Advise and guide researchers in complying with University policies and all pertinent federal and state 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 to ensure timely compliance review, and in interpreting federal regulations and institutional policies.

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

Assist with implementation and maintenance of a comprehensive program that includes training, policies, audit monitoring, reporting, and enforcement. Assist in designing and updating forms required for application proposal review process.

Supervise ORI staff to effectively ensure the University's research integrity program is in compliance with federal and state regulations and University policies.

Proactively collaborate with institutional leaders regarding compliance risks, controls, and new developments in research-related compliance laws and regulations.

Develop and deliver education and training programs on compliance-related activities.

Assist the Director of Research Integrity in providing support to committee Chairs, members, and the University's Attending Veterinarian in the fulfillment of their duties.

Plan, facilitate and/or provide requisite continuing education to the members of the University's compliance committees.

Assist in recruiting and coordinating membership of compliance committees.

Assist in formulating, reviewing, and updating the University's research compliance policies and procedures to ensure compliance with federal and state regulations.

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.

Facilitate training in the responsible conduct of research (RCR) for students, faculty and staff, as recommended by research funding agencies (e.g., PHS, NSF, USDA) and mandated by the University's Graduate Council.

Assist in updating and maintaining information for the ORI website.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Assist, as needed, other staff in ORI in discharging their responsibilities; provide training and guidance. Act as backup for IRB and IACUC Specialist positions.

Assume responsibilities and oversight, for the Director of Research Integrity, when necessary.

Perform other duties as assigned.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database software and management, other computer software (e.g., specialized software being employed by ORI for submission of proposal application review) as needed, all equipment necessary.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of five years of either HRPP or IACUC administrative experience in a research compliance office; Demonstrated knowledge of and experience with the application of federal, state and institutional regulations governing both human and vertebrate animal protection programs; Demonstrated experience in dealing directly and effectively with researchers, institutional administrators, government agencies and program inspectors; Demonstrated supervisory experience, and ability to provide guidance and training to staff members; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated experience with computer programs and electronic systems; Demonstrated experience in designing, operating, and implementing electronic IRB and/or IACUC applications; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree; Certification in either Certified IRB Professional (CIP) or Certified Professional in IACUC Administration (CPIA); and, Demonstrated evidence of professional affiliations in relevant organizations.

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