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Position#: (NUNC) (E)
Developed by: PS
Reviewed by: AMC; DLJ
Approved by: LK
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THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Vice President, Research Administration
DIVISION: Research and Economic Development
REPORTS TO: Vice President for Research and Economic Development
GRADE: 18
SUPERVISES: Professional, technical, administrative, and clerical support staff

BASIC FUNCTION:

Provide primary support to the Vice President for Research and Economic Development for the oversight of all research administration activities including the Office of Sponsored Projects (e.g., contract and grant pre-award, award set-up and post-award research administration), the Office of Research Integrity (e.g., human subject research, animal welfare, biosafety, conflict of interest, responsible conduct of research, and export control areas), the Comparative Biology Resources Center (e.g., laboratory animal care and management). Provide strategic planning, streamlined business operations and continuous improvements in administrative communications and accountabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as a member of the senior leadership team of the Vice President for Research and Economic Development.

Assist the Vice President for Research and Economic Development in crafting the long-term vision and strategic plan for the Division of Research and Economic Development.

Provide leadership, direction and operational oversight to the heads/managers of the Office of Sponsored Projects, Office of Research Integrity, and Comparative Biology Resource Center.

Provide leadership and guidance in establishing and maintaining an appropriate infrastructure for the research enterprise, formulating and implementing goals and objectives.

Effectively manage and direct the efforts of professional and support staff in the Office of Sponsored Projects, Office of Research Integrity, and Comparative Biology Resource Center.

Work collaboratively and in partnership with faculty researchers, department chairs, deans, administrative officers and other offices in the University to provide for the administration and compliance of sponsored project activities.

Develop institutional policies and procedures to ensure University compliance with federal, state and local laws related to the administration of grants and contracts.

Develop and maintain strategically directed, scalable, efficient research administration teams, promoting a culture of high performance and continuous process improvement.

Directly or through staff, promote efforts to improve and simplify research administration, and provide ongoing oversight.

Develop, implement and maintain standard operating procedures and policies for all aspects of research administration.

Ensure Offices of Sponsored Projects and Research Integrity facilitate faculty research, while monitoring project activity and ensuring that all project activities comply with applicable laws, regulations, and policies and procedures.

Supervise staff involved with pre- and post-award activities through the life-cycle of a funded project, including proposal review and submission, award review and negotiation, post award financial management, and close-out of the project.

Oversee project audit and any requests related to compliance.

Remain current in research administration and research compliance policies and procedures and render recommendations regarding policies and procedures pertaining to research administration, as necessary.

Remain current with federal contract and grant requirements, such as the Federal Office of Management and Budget Circulars, and the Uniform Grant Guidance.

OTHER DUTIES AND RESPONSIBILITIES:

Assist the Vice President for Research and Economic Development on other matters as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's Degree or higher; Minimum of seven years of experience in a progressively responsible research administrative function; Demonstrated experience in progressively responsible leadership roles; Demonstrated experience 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; Demonstrated experience in policy and standard operating procedure development; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Certification in Research Administration by an accredited program or professional society; and, Minimum of seven years of experience in a progressively responsible research administrative function in a university, college or governmental setting.

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