

## **Coord, Research Integrity Compliance**

### **Job Code 50018810**

#### **General Description**

Responsible for planning and overseeing the main areas of research compliance for the AVPR and OSP and creating policies and operating procedures implementing research compliance.

#### **Examples of Duties**

Protect the University by assuring its compliance with government regulations pertaining to research.

Serve as information resource and provide policy and regulatory reference for AVPR/OSP administrators and staff.

Provide specialized training and general information for our clients and process compliance protocols from those clients.

Administrate, train, and staff IRB, IACUC, and IBC review boards.

Serve as contact to, and provide necessary records and reports for, federal government agencies that mandate research compliance obligations of the university.

Maintain compliance records and data, and produce reports and analysis based on that data.

Provide updates to federal agencies to ensure University's compliance licenses, registrations, and assurances are current.

Develop and maintain institutional policies to implement research compliance requirements.

Develop, revise, and oversee procedures for researchers to achieve and maintain their compliance deliverables.

Develop, manage and deliver compliance training content.

Provide administration and support for applicable boards.

Perform other duties as assigned.

#### **Knowledge, Skills and Abilities**

**Knowledge of:** field of research administration and grants management, how research is conducted and funded; federal, state, and private funding mechanisms; proposal preparation and submission; grants accounting and financial compliance, federal and state government funding and regulatory agencies.

**Skill in:** preparing reports, training materials, policy and procedures, professional interaction, evaluating situations, preparing and conducting training and presentations, creating and maintaining records and data archives.

**Ability to:** Comprehend and analyze complex materials, perform intermediate math, present training and instructional materials, synthesize concepts, prioritize workload, use applicable software.

**Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

**Other Requirements**