

**GALLAUDET UNIVERSITY
DESCRIPTION OF POSITION**

Research Compliance Administrator	8	
POSITION TITLE	POSITION LEVEL	
Assistant Dean	February 2021	
TITLE OF IMMEDIATE SUPERVISOR	DATE APPROVED	
Office of Sponsored Programs and Research Services (OSPRS)	6471	
DEPARTMENT	DEPARTMENT #	
INCUMBENT	B	Exempt
	IPEDS CODE	FLSA

SUMMARY:

Reporting to the Assistant Dean for the Office of Sponsored Programs and Research Services, the Research Compliance Administrator, ensures compliance with required regulations and laws related to research compliance for financial compliance, environmental health and safety, human safety/protection, conflicts of interest/research integrity, technology and material transfer, and other compliance regulatory mandates; provides key policy and analysis support in the preview of federal and state requirements and other government, local, and University mandates to ensure that the University and its employees are in compliance with these regulations; oversees the provision of training and outreach to raise the awareness of research compliance at Gallaudet; serves on University, professional, and/or governmental advisory groups, committees or organizations related to compliance and post-award matters; develops and delivers education and training programs for research compliance to include financial compliance issues, conflict of interest, CITI, and responsible conduct of research; supports the Institutional Review Board chair with the review of human subjects research applications; and provides backup in the area of proposal preparation as needed.

PRINCIPAL ACCOUNTABILITIES:

Compliance and Policy

- I. Updates procedures and policies to ensure fulfillment of current and new regulatory research compliance obligations; reviews new federal compliance regulations to determine impact on the institution and applicable faculty, staff, or students; and interprets regulatory rules or rule changes and ensures that they are appropriately communicated through University policies, procedures, and subsequent training.
- II. Provides guidance and recommendations to administration, faculty, staff, and students on research compliance.
- III. Develops and maintains records for regulatory compliance as appropriate to each individual agency.

- IV. Collaborates with the Dean of the Graduate School, Research, Continuing and Online Studies who serves as the Research Integrity Officer (RIO) on investigations and/or routine monitoring for program compliance and/or in response to reports of non-compliance or concerns; works with the RIO to respond to notifications of unsafe conditions, contract non-compliance, or other discrepancies and reports findings to compliance committees, administration, federal agencies and/or other mandated entities, as required and/or appropriate.
- V. Reviews new federal compliance regulations to determine impact on the institution and applicable faculty, staff, or students.
- VI. Coordinates efforts associated with the preparation of federal regulatory documents or submissions to ensure compliance with required regulations and laws related to research compliance for: environmental health and safety, human safety/protection, conflicts of interest/research integrity, technology and material transfer, and other compliance regulatory mandates; and coordinates with other compliance committees and affiliated University staff, such as the Institutional Review Board, Sponsored Programs, Gallaudet Technology Services, Risk Management, and Grants Accounting.
- VII. Serves as a mandatory Title IX reporter; and takes annual Title IX training as part of the compliance effort.
- VIII. Shows a genuine commitment to diversity, equity and inclusion in the workplace; and participates in activities and workshops to foster continuous learning.

Non-Financial Post-Award Collaboration

- IX. Troubleshoots compliance related issues in post-award management; and collaborates with PI and post-award, including sponsored projects closeout.
- X. Collaborates with the Finance Office on effort reporting, complying with award closeout procedures, sub recipient monitoring under the purview of Contracts and Purchasing, as well as other post-award matters.
- XI. Consults and interacts with other institutions, federal agencies and other entities outside of the University to discuss best practices related to post-award, compliance concerns, and regulation interpretation and maintains institutional confidentiality throughout.
- XII. Works with post-award to conduct periodic comprehensive desk review/audit of select awards to ensure principal investigator's proper and effective administration, including fiscal stewardship and policy compliance, pursuant to funded statement of work, funded budget, award terms & conditions, policies, procedures, and guidelines of the sponsor and the University as needed.
- XIII. Collaborates with internal stakeholders on improving and bringing clarity to university business processes related to sponsored programs.

- XIV. Responsible for budget revisions and the review and authorization of internal prior approval documents in compliance with federal, state and university policies and regulations.

Training

- XV. Develops, conducts, and maintains mandated training such as human subjects, COI/FCOI, CITI and education programs in research compliance; and participates, researches, and recommends professional development for research compliance through the National Council of University Research Administrators and other training opportunities.
- XVI. Creates training programs, documentation, templates, and manuals on research compliance as required and/or appropriate to sponsored research at the University.
- XVII. Collaborates with the Finance Office to present trainings and presentations on post-award matters.
- XVIII. Performs other duties as assigned.

SPECIFICATIONS:

Required Minimum Qualifications (When the candidate's resume meets these qualifications, it will be screened in.)

- Bachelor's degree.
- A minimum of three years of directly related professional experience in research compliance within a higher education, non-profit, academic or comparable setting.

Preferred Qualifications (While not required, it is an advantage for what the position needs.)

- Master's degree.
- Fluency in American Sign Language.

Knowledge, Skills and Abilities (Qualities that will help the incumbent be more successful in the position.)

- Familiarity with research compliance for: environmental health and safety, human safety/protection, conflicts of interest/research integrity, technology and material transfer, and other compliance regulatory mandates inherent in research at institutions of higher education.
- Ability to work well under pressure when necessary and to reconcile differing points of view.
- Ability to perform complex as well as routine tasks.
- Excellent communication skills and strong organizational and interpersonal skills.
- Superior computer skills to develop reports, maintain data, create special presentations, and electronic retrieval and/or submission of agency-generated compliance materials.
- Familiarity with Cayuse or other electronic research administration platforms.

If the incumbent has no knowledge of American Sign Language, the incumbent is expected to achieve an [ASLPI score of 1.5](#) within two years of employment. If the incumbent is hired with some knowledge of American Sign Language, the incumbent is expected to achieve an [ASLPI score of 2](#) within two years of employment. Failure to meet the requirement may lead to termination. The supervisor must ensure

that the incumbent receives the necessary support to meet this goal.

The successful candidate will undergo a background check that must be cleared prior to working at Gallaudet University.

Gallaudet University is an equal opportunity employer/educational institution and does not discriminate on the basis of race, sex, national origin, religion, age, hearing status, disability, genetic information, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act, the Age Discrimination in Employment Act, the District of Columbia Human Rights Act, and other applicable laws and applies to all procedures affecting applicants and employees including, but not necessarily limited to: recruitment, hiring, placement, promotion, transfer, reassignment, reappointment, tenure, demotion, selection for training, layoff, furlough, and termination, compensation, and all other conditions or privileges of employment.