**IRB Reliance Manager**

**Recruitment/Posting Title**

IRB Reliance Manager

**Job Category**

Staff & Executive - Information Technology

**Department**

Research and Regulatory Affairs

**Overview**

The core purpose of the Office for Research (Research) is to advance Rutgers preeminence in research and spur economic growth. This office provides services university wide to support the faculty’s research and strategically leads the university’s economic development activities. Our functions range from supporting new research funding opportunities and submission of grants proposals to post-award financial management and research regulatory affairs. The office directs the completion of other non-research related requirements, including incentive orders, information protection and retention, and serves as central point of contact across the organization.

**Posting Summary**

An IRB [Reliance] Manager, part of the Committee for Prior Review of Research, manages the implementation of day-to day regulatory operations of a single IRB and reliance agreement process (IRB reliance requests, local context review of applicable IRB submissions and recent single IRB rule). The position manages interactions with the research community (internal and external), develops and implements standard operating procedures (SOPs) in support of the ETS IRB Office and Human Research Protection Program (HRPP).

Among the key duties of this position are the following:

* Reviews a subset of IRB submissions and manages all IRB reliance requests.
* Exercises independent judgement in review, oversight and management of IRB Reliance Agreements and External Research Consultant Agreements, including necessary contracts, the review of newly proposed agreements and associated documentation when determining reliance.
* Coordinates with the IRB Chair to ensure proposed reliance and terms of agreements are acceptable to the ETS IRB.
* Facilitates and/or conducts local context and review of applicable IRB submissions, including regulatory pre-reviews of human research studies and federal non-exemptions to ensure regulatory and institutional compliance.
* Works closely with IRB members.
* Develops processes and resources to support researchers, IRB members, and project staff, including compliance training and templates for reliance requests and subcontractors.

**Position Status**

Full Time

**Hours Per Week**

37.5

**Daily Work Shift**

Day

**FLSA**

Exempt

**Grade**

07

**Position Salary**

**Annual Minimum Salary**

77435.000

**Annual Mid Range Salary**

98013.000

**Annual Maximum Salary**

118590.000

**Union Description**

Admin Assembly (MPSC)

**Payroll Designation**

PeopleSoft

**Terms of Appointment**

Staff - 12 month

**Position Pension Eligibility**

ABP

**Minimum Education and Experience**

* Bachelor’s degree or an equivalent combination of education and/or experience.
* A minimum of five (5) years of experience in quality assurance, IRB operations or sIRB/Reliance processes.

**Certifications/Licenses**

**Required Knowledge, Skills, and Abilities**

* Extensive knowledge of and proven experience with implementing federal and industry regulations that govern human subject research protections.
* Must have a current and working knowledge of federal, state, and local regulations and institutional policy and procedures to ensure the ETS IRB and HRPP are in compliance with applicable mandates.
* Requires excellent communication skills (both verbal and written), strong problem solving and decision-making skills and the ability to make decisions independently.
* Ability to take initiative and simultaneously manage multiple projects with minimal supervision.
* Highly organized and able to prioritize and handle multiple tasks simultaneously.

**Preferred Qualifications**

* Master’s or other advanced degrees, protocol writing and/or document review, and grant proposal congruence review.
* Certified IRB Manager (CIM) OR Certified IRB Professional (CIP) is preferred.