

Class Code:.....0467  
Position #: (PSA)...106458  
Developed by:.....DL  
Reviewed by:.....SG  
Approved by:.....LK  
Date:.....2/11

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Specialist, IACUC/IBC Compliance  
**DIVISION:** Research & Economic Development  
**REPORTS TO:** Director of Compliance  
**GRADE:** 9  
**SUPERVISES:** Support and research technician staff members along with student workers in the Research Compliance Office

**BASIC FUNCTION:**

Under the supervision of the Director of Compliance, provide administrative oversight, guidance and support relating to all activities of the Institutional Animal Care and Use Committee (IACUC), the Institutional Biosafety Committee (IBC), and other Research Compliance committees or areas of responsibility as required. Provide expertise and advice on all current regulatory, policy, and procedural requirements to committee members, researchers and staff. Attend committee meetings, and work with and provide support to committee chairs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the general supervision of the Director of Compliance, the IACUC/IBC Compliance Specialist is responsible for the day to day management of all administrative responsibilities relating to the University's IACUC and IBC programs, along with other committees and programs as needed.

Uphold the terms of the Institutional PHS Assurance and USDA Registration, as well the applicable terms of the Animal Welfare Act (AWA), Office of Biotechnology Activities, the Centers for Disease Control, and other relevant federal, state and University policies and procedures.

Assist the Director of Compliance in representing the Office of Research Compliance at meetings of the Diving Control Board, Small Research Vessels Control Board and Radiation Safety Committee.

Provide expert assistance to investigators, graduate students, research staff and administrators relating to the online IRBNet-assisted IACUC protocol applications, review, and approval.

As the online IRBNet project submissions specialist, provide advance

review of research protocol submissions for accurate and thorough content; work with researchers as needed to revise submissions; determine as part of the advance review process whether multiple approvals are required, and coordinate efforts between committees to ensure appropriate approvals are obtained in correct succession.

Review externally-funded research protocols in conjunction with the Office of Sponsored Projects Review to ensure that appropriate Compliance approvals are in place prior to grant funds being released.

Coordinate planning, training and implementation efforts for the Web-based committee system, IRBNet, and subsequently act as submissions coordinator as well as liaison with IRBNet.

Serve as point person and act as ongoing liaison with CITI Program and IRBNet administrators. Assume responsibility for monitoring, updating and ensuring the accuracy of the Office of Research Compliance website.

Design and conduct training workshops, and coordinate online CITI training and certification programs.

Create and modify databases as needed to ensure auditable records of compliance materials.

Evaluate protocol-related information and make accurate entry of data into the appropriate database; maintain auditable database and paper records.

**OTHER DUTIES AND RESPONSIBILITIES:**

Develop documents for review by the appropriate committees, and make decisions about appropriate items for meeting agendas; take highly technical and complex meeting minutes to conform with federal regulatory requirements; inform researchers about committee decisions in a timely manner.

Serve as an information resource to researchers and students in meeting requirements and standards consistent with federal and state regulations and institutional policies and procedures.

Work closely, cooperatively and professionally with other Research Compliance staff members, and coordinate efforts with the Division as a whole, including providing coverage as needed.

Engage in professional development opportunities as available; maintain memberships in professional listservs and regularly review postings to gain updated information about relevant regulations and best practices, and apply them to Research Compliance materials and procedures.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database and

management software, and other computer software as needed; all equipment necessary to conduct effective programs.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:** Bachelor's degree and at least two years' experience in a research compliance or research protections office, or equivalent experience such as may have been gained by working in a position that involves knowledge and application of federal regulations, policies and procedures; OR a master's degree and at least one year of experience in a research compliance or research protections office, or equivalent experience such as may have been gained by working in a position that involves knowledge and application of federal regulations, policies and procedures; experience as an IACUC or IBC submissions coordinator using IRBNet or a similar online submissions system; familiarity with federal regulations relating to IACUC or IBC; ability to develop and modify a database using Microsoft Excel, Access or Filemaker Pro; ability to supervise support and technical staff; demonstrated verbal and written communication skills, and strong interpersonal skills; computer proficiency; ability to work well both independently and as part of a team; ability to prioritize and multi-task effectively; excellent organizational skills, including the ability to problem-solve and develop solutions to improve accuracy and efficiency.

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