**Manager, Research Compliance Standard Job Description**

**Classification Title:** Manager, Research Compliance

**FLSA Exemption Status:** Exempt

**Pay Grade:** 17

**Minimum Pay:** $124,204.44

**Job Description Summary:**

The Research Compliance Manager, under direction, provides leadership, management, and subject matter expertise for research compliance programs. Oversees an institutional committee.

**Essential Duties and Tasks:**

**40% Management of Post-Approval Compliance**

* Provides leadership and management for research compliance programs, including assigned staff.
* Ensures research is reviewed, approved, and conducted in accordance with appropriate government regulations and guidance, funding agency specific guidelines, institutional policies, and accreditation standards.
* Maintains efficient and compliant processes for the review, approval, and oversight of subjects in research.
* Creates and updates policies and procedures.
* Develops, documents, and maintains business practices associated with research and other compliance programs.
* Ensures implementation of new practices in accordance with Federal requirements and institutional best practices.
* Interprets Federal regulations and institutional policies regarding research studies and other areas of compliance.
* Manages review of protocol submissions for completion and adherence to institutional polices and Federal regulations.

**40% Subject Matter Expert**

* Oversees an institutional committee including assigned staff.
* Attends meetings and serves as a subject matter expert on Federal regulations and institutional policy during deliberations.
* Develops training programs for faculty, staff, and students.
* Coordinates compliance training activities for the research community.
* Serves as a liaison to outside agencies and University units to ensure programs are in place to meet Federal, institutional, and accreditation requirements.
* Submits reports.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor's degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Six years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing, spreadsheet, and database applications.
* Ability to multitask and work cooperatively with others.
* Strong communication and organizational skills.

**Machines and Equipment:**

* Computer
* Phone
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**