***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Director, Reserarch Conflict of Interest**

Job Family: Research Sub Family: Program - Specific

**Job Summary:**

The Director, Research Conflict of Interest for the University is responsible for overseeing the investigation and resolution of research conflict of interest (CoI) for the Office of Research Conflict of Interest. The Director is responsible for the compliance of researcher for the State of Maryland Public Ethics Law, and United States Public Health Service (PHS) federal regulations, as well as CoI matters involving the University under the University’s Institutional Conflict of Interest Policy. The director will investigate situations that challenge the regulations and laws, collect data regarding cases, and prepare summaries and solutions. The position is responsible of the CoI review process for researchers disclosing significant financial interest who are participating in research at the University. The director serves as the institutional point of contact for all CoI matters in research, including matters concerning the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), Accrediting Bodies, Research Sponsors, and Federal Agencies.

**Essential Functions:**

* Drive strategic planning to achieve the long-term goals contributing to the Conflict of Interest (CoI) office and University. Guide, challenge, and motivate the CoI office to achieve long-term goals contributing to the University.
* Oversees the CoI review process and compliance monitoring for researchers in six schools and other University employees disclosing significant financial interest who are participating in research or economic development at the University. Also approves disclosures for further review by Department Chairs and Deans.
* Oversees the University’s Conflict of Interest office and ensure CoI disclosures and monitoring and auditing for compliance including preliminary reviews and accurate and timely. Develop and maintain a database to track and ensure compliance for CoI disclosures and requests, and the creation and analysis of auditing reports. Manage the research conflict of interest plan and monitor for compliance including the preliminary review, the development and maintenance of a database to track and ensure consistency for RCOI requests, and the creation and analysis of auditing reports.
* Collaborates and provide guidance for the School of Medicine’s CoI Officer and other Associate Deans for Research in individual schools related to CoI matters.
* Develops CoI management plans for review by the Chief Academic and Research Officer (CARO) and the President of the University. Prepare and present the conditions of CoI exemptions to the CARO and the President, they include things such as recusal from certain activities, limitations for serving on a board, holding equity interest until permission is granted, oversight for graduate students and trainees, no involvement in recruitment of research participants or interpretation of study results and limitations to serve as principle investigator.
* Investigate situations that challenge the regulations and laws. Collect data regarding cases and prepare summaries and solutions. Monitor and trend metrics associated with programs. Resolve problems in matters of significance requiring identification and analysis of complex variables pertaining to University’s research.
* Works closely with the University’s Chief Academic and Research Officer and Senior Vice President, and University Counsel. Triage concerns and come up with solutions in handling these matters. Involve University Counsel with concerns that may be impacted by the State Ethics law and discussions for handling those cases.
* Supervise direct report and create a cohesive work team that works collaboratively to achieve the office’s goals and mission. Oversee the recruitment, performance, and training of team members and continually reviews strengths and weaknesses of staff to maintain a well-trained, highly involved, and motivated team.
* Perform other related duties as assigned.

**Minimum Qualifications**

Education: Master’s degree in discipline appropriate to position is required. Legal and/or science background preferred

Experience: Six (6) years of related research compliance experience working in an higher education and healthcare research with at least two (2) years overall responsibility for program direction, coordination, and/or implementation

Supervisory: Four (4) years of direct management of recruitment, training, and professional development required

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E4118H

SOC Code: 119000 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9332101

USM eCode: E2314E AAP Code: 1C