

Ohio University – Compensation 2014
Job Family: Research Administration | Career Track: Management

Provides research administration, compliance, and outreach. Function encompasses activities related to the full lifecycle of research administration including identification of funding sources, proposal submission, contract negotiation, sub-award issuance, post-award administration, compliance review and approval, licensing, technology transfer, and creation of marketable business venture. Jobs in this function focus on the development, facilitation, implementation, evaluation, and administration of a wide variety of research programs and initiatives. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Management I	Management II	Management III	Management IV	Management V
Accountabilities	None specified.	None specified.	None specified.	<p>PEOPLE Manages the operations of a significant research administration function. Responsible for establishing and cultivating a work culture that is customer service oriented, productive, innovative, and valuing of diversity.</p> <p>Develops partnerships with faculty and staff across the University. Trains faculty, staff, and students regarding responsible research conduct.</p> <p>OPERATIONS Directs the strategy, operational objectives, implementation, and evaluation of a significant research administration function.</p> <p>Responsible for ensuring Ohio University's compliance with research regulations such as the use of human subjects, laboratory animals, and/or conflicts of interest.</p> <p>Develops, directs, and implements compliance program components including protocol and consent form review, record keeping, monthly and annual reporting, program evaluation, and other compliance procedures.</p> <p>Directs, implements, and manages a research review process that meets all regulatory and University requirements and is responsive to investigators' needs.</p> <p>Develops and delivers specific research compliance training such as the use of animal and/or human subjects in research or the preparation of IRB applications.</p> <p>Stays abreast of regulatory changes, legislation, and emerging best practices related to area. Develops and/or revises policies and procedures to address changes. Ensures that all policies and procedures in unit are in compliance with federal regulations pertaining to research.</p> <p>Creates structures to assess risks, develops implementation plans, and monitors compliance with these regulations.</p> <p>BUDGET Develops and manages all financial aspects of the specific unit.</p>	<p>PEOPLE Develops and maintains partnerships with faculty and administrators within Ohio University as well as externally. Establishes and cultivates important relationships with business and government leaders outside of the University.</p> <p>OPERATIONS Directs the design, development, strategy, implementation, and evaluation of a complex and highly technical research administration program.</p> <p>Establishes the office's mission and ensures that the actions and activities of the office staff support that mission.</p> <p>Plays a major role in the development of institution-wide policy relative to sponsored administration, intellectual property, patents, licensing, and research compliance. Directs and manages the authorization and transmittal of all proposals to federal, state, and private funding agencies. Protects the institution by assuring that proposals and awards are in compliance with federal, state, agency, and institutional policies for grants and contracts.</p> <p>Manages the review of grant and contract award terms and conditions. Negotiates with federal grant and contracting officers to substantiate budget requests and to secure terms and conditions, which are consistent with policy.</p> <p>Directs the activities of the Office of Technology Transfers to facilitate the exchange of technology between the institution and the for-profit sector. Establishes and implements the strategies and procedures for managing the institution's intellectual property. Oversees and directs the patent/licensing activity for the institution.</p> <p>Stays abreast of trends, current research in area of expertise, and changes in laws and regulations impacting area of study.</p> <p>BUDGET Develops and manages all financial aspects of a large and complex unit.</p>

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Requirements				Seasoned knowledge and expertise in theories, concepts, and principles of research compliance and administration typically obtained through a Master's degree in business or academic administration or technical field and 6 to 8 years of professional experience within research administration or related field including experience managing a team of professional employees. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Expert knowledge and expertise in theories, concepts, and principles of research compliance and administration typically obtained through a Master's degree or postgraduate degree in technical field or business administration and more than 8 years of research-related work experience. This will include significant experience in managing financial and human resources as well as gaining support for and executing short- and long-term strategic plans. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.