

Job Title:**The Institutional Review Board (IRB) & Sponsored Research Specialist, University****Job Description:**

The (IRB) Institutional Review Board and Sponsored Research Specialist primarily assists in managing and overseeing the Institutional Review Board (IRB) operations, ensuring research involving human subjects complies with federal, state, and institutional regulations. This role includes assisting the CHSU IRB in facilitating the IRB review process, providing guidance to researchers, and maintaining regulatory compliance. The role also involves partial support for sponsored research, assisting with grant submissions, ensuring compliance with funding requirements, and supporting researchers in securing external funding.

Reports to:

VP of Research, Research

Classification:

Staff, Full Time, Exempt

Essential Duties:**1. IRB Compliance Management (Primary Focus - 70%):**

- Assist in overseeing the daily operations of the IRB, including managing the submission, review, and approval process of research protocols involving human subjects.
- Ensure compliance with federal regulations (e.g., 45 CFR 46, FDA regulations), state laws, and institutional policies related to human subject research.
- Follow CHSU IRB guidelines in reviewing IRB applications for completeness, accuracy, and compliance with ethical standards and regulatory requirements.
- Serve as the main contact for researchers regarding information related to IRB submissions, regulatory compliance, and protocol status updates.
- Maintain IRB documentation and ensure that all records are accurate, up-to-date, and stored according to regulatory standards.
- Assist in conducting training sessions and workshops for researchers and staff on IRB procedures, ethical research practices, and regulatory compliance.
- Assist the CHSU IRB in developing and updating IRB policies and procedures to align with current regulations and best practices.

2. Sponsored Research Support (Secondary Focus - 30%):

- Assist researchers in identifying funding opportunities and navigating the proposal development process.
- Assist the Principal Investigators to be compliant with the grant application requirements, including budget preparation, compliance with sponsor guidelines, and submission processes.
- Support the review of grant proposals to ensure adherence to institutional and sponsor requirements.
- Ensure compliance of the post-award management process, including compliance monitoring, reporting, and adherence to project budgets.

3. Policy Development and Compliance Monitoring:

- Collaborate with institutional leadership to develop and implement policies related to research compliance and ethical standards.
- Conduct compliance audits of ongoing research projects to ensure adherence to approved protocols and regulatory requirements.

Qualifications/ Education:

4. **Training and Education:**

- Lead educational initiatives to enhance the understanding of IRB processes and ethical research conduct among researchers, staff, and students.
- Develop and distribute resources on regulatory changes and best practices in research compliance.

- **Education:**

- Bachelor's degree in a related field (e.g., life sciences, public health, clinical research, or a related discipline) required.
- Master's degree or professional certification (e.g., CIP - Certified IRB Professional, CIM - Certified IRB Manager, CRA - Certified Research Administrator) is preferred.

- **Experience:**

- Minimum of 1-3 years of relevant experience in research administration, regulatory compliance, or IRB/human subjects protection, or equivalent education and experience.
- Knowledge of research administration and compliance, including federal and state regulations for human subjects research.
- Experience with sponsored research administration or grant management is preferred.

- **Skills:**

- Strong knowledge of IRB processes, ethical research principles, and compliance regulations.
- Excellent organizational, communication, and leadership skills.
- Ability to work collaboratively with researchers, staff, and regulatory agencies.
- Proficiency in IRB management software and experience with research grant management tools.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$65,000-\$80,000, however, salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **The Institutional Review Board (IRB) & Sponsored Research Specialist** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (i-9) requirements.