

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 and Sponsored Research Support (66%):**

- Support IRB operations, including protocol submission, review, approval, and lifecycle tracking (modifications, renewals, and closures).
- Ensure compliance with federal, state, and institutional regulations (e.g., 45 CFR 46, FDA, CHSU IRB guidelines).
- Serve as a point of contact for investigators regarding IRB submissions, compliance requirements, and protocol status.
- Support timely processing and coordination of IRB submissions and reviews.
- Maintain accurate IRB records and documentation in accordance with regulatory standards.
- Provide support for training and education on IRB processes, ethical research practices, and regulatory compliance.
- Assist with sponsored research activities, including identifying funding opportunities, proposal development support, and ensuring compliance with sponsor and institutional requirements.
- Contribute to post-award compliance activities, including monitoring, reporting, and adherence to project requirements and budgets.
- Participate in policy development, compliance monitoring, and audits to support institutional research standards.
- Perform other duties as assigned by the supervisor in support of Research and IRB operations.

2. Research Department Team Lead and Facilitator (30%):

- Lead and support research teams in the Research Department, consistent with assigned workload.
- Participate in meetings in the Research Department and CHSU IRB Office to support research operations, compliance activities, and Research Day.
- Contribute to teaching activities in the Research Department, including didactic or small group instruction, on a reduced basis.
- Participate in recruitment and retention activities, including site visits and after-hours recruitment events.
- Perform other duties as assigned in the Research Department process, including compliance monitoring, reporting, and adherence to project budgets.
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**Qualifications/
Education:**

- **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.