
Job Title	Director, Research and Sponsored Programs Compliance
PVN ID	VR-2202-004559
Category	Managerial and Professional
Location	OFFICE OF VC FOR RESEARCH
Department	CUNY Office of Research
Status	Full Time
Annual Salary	\$130,000.00 - \$145,000.00
Hour(s) a Week	35
Closing Date	Apr 09, 2022 (Or Until Filled)

General Description

The Office of Research at the City University of New York is seeking an experienced Director, Research and Sponsored Programs, to join a collaborative research integrity and compliance team. Reporting to the University Executive Director of Research Integrity and Compliance, the Director for Research and Sponsored Programs is responsible for managing and overseeing the pursuit and implementation of sponsored programs compliance for research. The primary duties include establishing and overseeing processes to ensure compliance with funder, federal, and accepted industry standards, providing support to CUNY stakeholders, and identifying and implementing best practices for policy development and implementation regarding sponsored research and programs compliance to support a culture of effective and compliant research and sponsored programs across CUNY.

Specific Duties

- Provides effective leadership, direction, training, and mentorship to research development and contracts and grants personnel in support of the Executive Director of Research Integrity and Compliance and the Associate Vice Chancellor for Research and the missions of the office and university.
- Leads efforts to develop policies, procedures, and implementation strategies for pre- and post-award compliance to ensure that CUNY-wide research administration is robust and fully compliant with changing state and federal agency requirements.
- Knowledgeable of federal and other sponsor regulations governing grant and contract administration, including Office of Management & Budget Circulars and Federal Acquisition Regulations. General knowledge of laws, regulations, and policies relating to the protection of human subjects, animal welfare, intellectual property, conflict of interest, cost-accounting standards and other compliance related activities.
- Stays current on and advises CUNY stakeholders about changes in compliance regulations; serve as liaison with a variety of agencies and professional groups to keep abreast of ongoing developments and to ensure compliance with relevant laws and regulations.

- Develops policies for the Office of Research to promote improvement of processes with adherence to relevant university, state, and federal guidelines.
- Reviews, negotiates and prepares research related agreements (such as NDAs and DUAs, and MTAs with colleagues in the Technology Commercialization Office) with the Office of General Council as needed.
- Knowledgeable of the necessary infrastructure needed to maximize successful proposal preparation, and facilitate the selection and implementation of electronic systems and infrastructures that comprehensively de-risk pre- and post-award activity on a CUNY-wide basis
- Ensuring that research and sponsored program audit and compliance materials and communications are accurate and clear
- Collaborating with colleagues in the RIC Division of the CUNY Office of Research, the Research Foundation of CUNY, and college/school compliance administrators (e.g., grants officers) for implementation of sponsored research compliance policies
- Convening CUNY-wide compliance committees as they relate to research and sponsored projects, such as to review current compliance standards, practices, resources and training materials (e.g., IDC guidelines)
- Designing and implementing CUNY-wide monitoring initiatives of research administration to review and improve campus practices
- Assist in designing and implementing quality assurance and improvements to ensure robust compliance

Other Duties

- Provide other support to the Executive Director of Research Integrity and Compliance and Associate Vice Chancellor for Research as required

Qualifications

Minimum Qualifications

- Bachelor's or Master's degree and 8+ years of professional experience in sponsored research administration, including 3+ years of leadership experience
- Broad experience in research administration, strong interpersonal and communication skills, and the ability to work with diverse populations.
- Excellent ability to coordinate and communicate with senior management, research administrators, researchers, and other university stakeholders.
- Excellent problem-solving skills, critical analysis abilities, and capacity for independent decision-making.
- Proven ability in regulatory interpretation and monitoring of applicable regulatory and statutory standards; and fluency with policy analysis in an academic research and educational

Preferred Qualifications

- Master's in Research Administration and/or hold a Certified Research Administrator (CRA) certification,

10+ years of experience in research and sponsored programs administration.

- Understanding of operational requirements related to the management of sponsored research, including proficiency in various electronic research administration systems.
- Experience with staff supervision in higher education settings.
- Ability to travel to CUNY colleges/schools throughout the five boroughs of New York City.
- Experience with Foreign Influence in the context of sponsored research and programs.