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## Auburn University Job Description

Job Title:	<b>Research Integrity Officer</b>	Job Family:	No Family
Job Code:	<b>HC66</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

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### Job Summary

Primary responsibility for daily oversight of the Auburn University Research Integrity Programs; Financial Conflict of Interest (FCOI) Program, Ethical Conduct of Research (RCR) Program, and The Research Misconduct process to ensure university compliance with federal law, regulation, and institutional policy.

### Essential Functions

1. Responsible for appropriate and timely review of all disclosures of significant financial interests (SFIs) and subsequent determination of the existence of a Finance Conflict of Interest (FCOI).
2. Advises faculty, staff, administration, and students on federal regulations, sponsor terms and conditions, and university policies and procedures associated with research integrity.
3. Provides daily oversight for research integrity programs administrated by the Office of Research Compliance including program management, recommendations regarding university policies and procedures related to research integrity and staff supervision.
4. Develops and makes available a research integrity training and educational program including formal trainings, presentations, tools, guides, and other resources to meet regulatory requirements and university needs.
5. Develops, implements, and monitors conflict of interest management plans to properly manage, reduce, or eliminate FCOIs.
6. Responsible for oversight and coordination with the Office of Sponsored Programs related to responsible conduct of research training and records maintenance for all personnel working on specific sponsored projects.
7. Responsible for drafting or generating reports as needed to address internal needs and fulfill federal, sponsor, or other external reporting requirements.
8. Responsible for managing and determining processes of scientific misconduct allegations in accordance with federal regulations and university requirements.
9. Manages relationships with online service providers and maintenance of electronic systems used by the Research Integrity Program.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Public Administration, a science discipline, pre-law, or related field
<b>Experience (yrs.)</b>	4	Experience in Research integrity program administration and/or professional experience related to contracts, grants, management and federal regulations.

#### **Substitutions allowed for Education:**

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of research integrity requirements including federal regulatory requirements and related institutional policies and procedures.

#### **Certification or Licensure Requirements**

None Required

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/16/2016

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