



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Senior Research Award Administrator and IRB Coordinator
Department:	Research and Sponsored Programs
Reports To:	Vice President for Research and Sponsored Programs and Director, Sponsored Programs

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Senior Research Award Administrator and IRB Coordinator serves a dual function incorporating grant submission, post-award management, and IRB review and/or IRB review coordination, as appropriate. The grant functions will include working with faculty, students, and administrators on proposal development, submission, project initiation, operation, and eventual close-out, ensuring compliance with regulatory requirements. The IRB function will include working closely with the Vice President for Research and Sponsored Programs and the Chair of the IRB Committee. The IRB Coordinator will manage the functions of the IRB Committee, and will provide training to the research and education communities on campus on the responsible conduct of research, including research integrity, research ethics, IRB, and other research compliance functions.

Examples of Duties and Responsibilities:

Research Award Administrator

- Perform pre- and post-award activities for proposal applications/awards within the University (i.e., school, department, division, institute, or center) using knowledge of grant and contract management rules and regulations, technical expertise, and analytical skills.
- Review transactions/expenditures and financial documents for adherence to sponsored guidelines and institutional policies and procedures.
- Work with internal and external stakeholders to solve problems, answer questions, and give guidance on pre- and post-award activities, and other grants management topics, as needed.
- Maintain knowledge of current trends and developments in research administration.
- Ensure compliance with institutional and governmental regulations.
- Contribute to strategic and tactical discussions regarding sponsored programs.
- Other duties as assigned.

IRB Coordinator

- Assist in obtaining all compliance approvals by the appropriate University units and/or committees (e.g., Institutional Review Board, Institutional Animal Care Use Committee, Conflict of Interest).
- Compile, edit, review, and maintain IRB supporting materials like protocols, consent forms, recruiting materials, etc.
- Review projects that may require an IRB exemption, modification, or expedited review, provide relevant advice and guidance to research teams on potential human subjects

sensitivities, and proactively suggest changes to study protocols or appropriate IRB applications, including suggesting changes for questionnaires, consent forms, and other materials.

- Stay up-to-date with regulatory changes and updates for ethical considerations in research, human subjects regulation, and IRB procedures, and update institutional policies and procedures, as appropriate.
- Update IRB materials, including modifications, status reports, and exemption applications, as needed.
- Take steps to foster a research environment that promotes the responsible conduct of research, research training, and activities related to that research or research training.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Working knowledge of federal grant management policies and regulations governing sponsored agreements, specifically the Office of Management and Budget 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements.
- Ability to operate at all times with the strictest level of confidence and propriety with regard to record-keeping, documentation, working with data, and release of information.
- Ability to interact with multiple collaborators.
- Ability to work independently with strong attention to detail and ability to follow established processes.
- Excellent written/oral communication and interpersonal skills.

Minimum Hiring Standards:

Education	Bachelor's or master's degree in business administration, public health, education, or other research-related field (master's or doctoral degree preferred).
Years of Experience	3 years. Background in an academic research environment preferred. Previous experience with IRB.
Years of Management/Supervisor Experience	2 years.

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