**University of Maine**

**Job Description**

**TITLE:**  Research Conflict of Interest Analyst I

**DEPARTMENT:** Office of Research Compliance (ORC)

**DATE:** October 2023

**REPORTS TO:** Director of Research Compliance

**PURPOSE:** The Research Conflict of Interest Analyst (Research COI Analyst) assists in the development, implementation and oversight of programs to ensure compliance with regulations, and laws, including federally-mandated agency program requirements, primarily for conflicts of interest. The Research COI Analyst keeps abreast of regulatory changes to ensure the universities policies and procedures remain in compliance with current federal policies and sponsor requirements. The Research COI Analyst works collaboratively and strategically with other campus administrative offices and stakeholders to ensure a robust conflict of interest program, provides basic training to faculty, staff, and students regarding conflicts of interest and serves as a resource to answer questions pertaining to conflict of interest policies and procedures.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

**Compliance (60%)**

**Assists in the design and implementation of effective policies and programs to promote and facilitate University compliance with federal and state regulations and certifications which govern research activities *primarily for conflict of interest.***

* *Remains current on federal and state regulations, agency regulations, and policies pertaining to conflict of interest and responds to proposed regulatory changes.*
* *Interprets, explains, and applies conflict of interest related rules, regulations, and policies, responding to agency inquiries, and provides guidance and consultation regarding overall adherence to federal, state, and sponsor regulations as they apply to research activities.*
* *Assists in the development of policies, protocols, and programs to maximize compliance by participants in University research activities, including training in research compliance.*
* *Assists in leading a university-wide implementation of new recommendations related to conflict of interest disclosures which may include drafting a university-wide policy, updating current conflict of interest processes and implementing new disclosure forms or software.*
* *Assists with ensuring university policies satisfy agency disclosure requirements, including tracking investigator disclosures on foreign engagement and other potential conflicts of interest, and coordinates with export control staff and other stakeholders as needed to ensure comprehensive review of such engagements.*
* *Works closely with University counsel, ensuring that legal advice is utilized throughout the development and implementation of all conflict of interest activities.*
* *Collaborates with various stakeholders across the University, for example IRB, IACUC, Tech Transfer, to ensure potential or actual conflicts of interest are identified and managed.*
* *Collects and reviews disclosures and associated materials and assists the Director in submitting these materials to the Financial Disclosure Review Committee, or other regulatory committees, for review.*
* *Assists researchers and department heads in drafting conflict of interest management plans.*
* *Assists in the oversight of conflict of interest management plans and annual reporting.*
* *Maintains and documents University compliance with regulations and certifications applicable to sponsored research.*

**Training (15%)**

**Assists in the design and delivery of the research integrity and compliance training program.**

* *Assists in the development, implementation and tracking of conflict of interest training for faculty, staff and students.*
* *Identifies and recommends the employment of selected best practices for design and delivery of educational content, including various media, live workshops, webinars, panel discussions, online training, and manuals, in order to effectively reach diverse audiences.*

**Communications and Outreach (15%)**

**Assists in the development of Office of Research Compliance communications to ensure the timely and accurate dissemination of information to internal and external stakeholders. Assists in providing educational materials to ensure faculty and staff are informed on regulatory compliance information, risks and trends, and how existing procedures might need to be amended to remain in compliance.**

* *Assists in the development conflict of interest content for webpages, guidance and communications.*
* *Assists in the interpretation and communication of conflict of interest policies and procedures.*
* *Writes, edits, designs, records, and otherwise produces electronic and/or hard copy publications such as news -letters and -releases, brochures, presentations, manuals, handbooks, training materials, and guides.*
* *Develops, writes, and produces research administration manuals and guides for campus-wide use.*

**Other (10%)**

* *Completes special projects and reports and other reasonably related duties as assigned.*

**KNOWLEDGE/SKILL QUALIFICATIONS:**

**Required:**

* Education generally associated with a Bachelor’s degree or an equivalent combination of education and relevant work experience.
* One or more years of experience working in research integrity, compliance and/or conflict of interest.
* Generalized knowledge of federal regulatory requirements as they relate to conflicts of interest and/or willingness to develop expertise in this area.
* Demonstrated excellent oral, written and interpersonal communication skills including the ability to effectively interact and communicate both verbally and in writing with audiences and individuals with a diverse range of skills, knowledge and abilities.
* Ability to handle complex administrative issues. Superior organizational skills and proven ability to maintain efficiency and accuracy under time constraints while managing a multitude of equally critical job demands.
* Proven ability to work independently as well as collaboratively, and lead and mentor others.

**Preferred:**

* Bachelor’s degree in a scientific, legal, regulatory or similar field.
* One or more years of experience with regulatory compliance issues related to conflict of interest.
* Prior experience in higher education and/or a research institutional structure.

**SUPERVISORY RESPONSIBILITIES:** May supervise support staff, including student workers.

**WORK YEAR:** Full-time, fiscal year.

**POSITION TYPE:** Ongoing, base-budgeted.

**WORK SCHEDULE:** Normal University of Maine hours of Monday through Friday, 8:00 A.M. to 4:30 P.M. Work outside normal hours may be necessary in order to meet the requirements of the position.

**SCHEDULE FOR EVALUATION:** In the initial 6 months of employment and annually thereafter in accordance with UMPSA agreement.

**JOB FAMILY/SALARY BAND:** 11/02.

Appropriate background checks will be required.

All UMS employees are required to comply with applicable policies and procedures as well as to complete applicable workplace related screenings and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.