

Conflict of Interest Administrator
University at Buffalo, The State University of New York

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Posted Apr. 2, 2019, set to expire Aug. 2, 2019

Job Title	Conflict of Interest Administrator
Department	Office of Research Compliance
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 2, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
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Job Description

The Conflict of Interest (COI) Administrator will manage the conflict of interest in research component of the Office of Research Compliance. This position is responsible for implementing the UB Investigator Conflict of Interest policy and the Institutional Conflict of Interest in Human Subjects policy. This responsibility has several related functions including the solicitation of financial disclosure statements related to each policy at least annually. This position reports to the Director of Research Compliance.

Primary Duties and Responsibilities:

- Solicit financial disclosure statements at least annually from all individuals involved in the design, conduct and reporting of sponsored research projects and from UB administrators who have oversight and potential influence on the conduct of human subject research.
- Respond to Institutional Review Board (IRB) requests for conflict of interest to compare the financial interests of investigators with the study sponsor.

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- Coordinate the development and distribution of conflict of interest management plans by working together with the investigator, a conflict of interest representative from the investigator's school and the UB Conflict of Interest in Research Committee (CIRC). The COI Administrator serves as administrator to CIRC.
- Perform conflict of interest determinations for sponsored projects for awards received by the University.
- Act as a liaison with the office of Technology Transfer for information concerning licensed inventions and UB's office of Institutional Advancement for information regarding major donors at least annually.
- Establish and maintain themselves as a professional expert and resource to the university.
- Participate in appropriate professional organizations and continuing education programs.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact