



## Position Available Director for Research Ethics and Compliance

The Council on Governmental Relations (COGR) is an association of more than 180 research-intensive universities and affiliated research institutions and hospitals, located in Washington, DC. COGR addresses the unique issues its member institutions face as a result of receiving a significant share of the federal funds provided by research contracts and grants. COGR serves these needs by addressing compliance issues associated with the administration of federally sponsored research programs. COGR's activities reflect an awareness of the growing interface between federal and private sector funding. A major goal of COGR is the education of federal funding agencies about academic operations and the avoidance of unnecessary regulatory burdens. The positions it takes reflect a consensus of its membership and are believed to be in the general best interest of the academic research community.

Key responsibilities include staffing COGR's Committees; analysis of executive, legislative, and regulatory documents; preparation of position papers and outreach, including advocacy for regulatory reform; and interaction with federal agencies. The Director for Research Ethics and Compliance leads COGR's efforts in a wide range of areas including human subjects, care and use of animals, conflict of interest, research integrity and misconduct, dual use technology, and more.

It is essential that candidates have direct experience with federal policy and regulations governing sponsored research and assessing the impact of compliance requirements on universities and research institutions. Among the key skills are leadership, insight, networking, analytical thinking, initiative and perseverance, as well as the ability to work independently in a team environment. Excellent communication skills, both verbal and written, are essential. Please see the attached Position Description for more information on the position and its requirements.

COGR is an equal opportunity employer. Salary will be commensurate with experience and an excellent compensation package is provided. Review of applications will begin November 11 and will continue until the position is filled.

Applicants should send a letter of application, resume, and names of three references to: [trusso@cogr.edu](mailto:trusso@cogr.edu).



## Director for Research Ethics & Compliance

### Position Description

The Council on Government Relations' (COGR) was established in 1948 and its membership currently includes more than 180 universities and affiliated research institutions and hospitals. COGR addresses the unique issues its member institutions face as a result of receiving a significant share of the federal funds provided by research contracts and grants. COGR serves these needs by addressing compliance issues associated with the administration of federally sponsored programs for faculty and graduate students. COGR's activities reflect an awareness of the growing interface between federal and private sector funding. A major goal of COGR is the education of federal funding agencies about academic operations and the avoidance of unnecessary regulatory burdens. The positions it takes reflect a consensus of its membership and are believed to be in the general best interest of the research university community.

COGR accomplishes much of its work through committees that focus on 1) costing and financial compliance, 2) contracts and grants administration, 3) research security and intellectual property, and 4) research ethics and compliance. The Director for Research Ethics & Compliance (REC) leads COGR's research policy efforts in a wide range of areas including human subjects, care and use of animals, conflict of interest, research integrity and misconduct, dual-use technology and other research compliance areas.

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The Director for Research Ethics & Compliance is responsible for monitoring the regulatory landscape and leading in the preparation of COGR policy perspectives and activities related to the administration of and compliance with federal regulations and policies within the portfolio described below.

#### Responsibilities:

Review and interpret federal regulations, policies, procedures and related guidance materials, including Frequently Asked Questions, to identify issues of concern or relevance for the university research community.

- Prepare analyses of and responses to formal requests for comment, policy talking points, and/or reports to assist the President, Board, and/or membership in developing responses to proposed regulations and/or policies.

- Consult with members of the Board (through Board committees and the Board at-large) to identify and describe issues and concerns as related to a specific topic or emerging issue.
  - Identify and engage additional expertise as needed to inform COGR's policy perspective(s).
  - Prepare draft comments, talking points, reports for Board/member review
  - Advise the President on policy positions.
- Collaborate with other higher education associations and stakeholders in developing responses to and/or advocacy for regulations and/or policy that reflect members' business practices and/or needs.

Establish and sustain relationships with Federal agency representatives to advocate for COGR's policy perspectives.

- Monitor issues and challenges related to the conduct of research as posed by sponsors, stakeholders, Congress and the public.
- Prepare analyses and policy perspectives to inform the discussions and debate on issues affecting the conduct of research.
- Represent COGR in meetings and conferences in order to present and represent the perspective of our member institutions in discussions and debates.
- Communicate membership concerns about implementation of Federal regulations and policies to appropriate agencies.

Develop educational materials on topics related to the assigned portfolio to assist the membership in creating effective management practices to ensure compliance with Federal regulations and policies.

- Staff committees or working groups of member representatives tasked with developing materials or reports on specific topics.
- Prepare final materials for Board review and approval.
- Present those materials in appropriate venues.

Collaborate with COGR staff on cross-cutting issues.

Staff the COGR Board's Research Ethics & Compliance Committee, including the management of communications, meetings, preparation of meeting materials, etc.

Assist the president as assigned.

#### Qualifications:

- BA/S at a minimum, with 10 or more years of university research administration experience at increasing levels of responsibility, or equivalent experience and training. Advanced degree preferred.

- Demonstrated experience in policy analysis, development and implementation.
- Direct experience with federal policy and regulations governing academic research and assessing the impact of compliance requirements on university and research institution systems.
- Thorough familiarity with current federal regulatory research compliance in portfolio subject areas (see below).
- Excellent analytical skills with ability to develop, assess, and synthesize information from a wide variety of sources on a wide range of issues to inform sound policy recommendations.
- Excellent communication skills, both written and verbal.
- Collaboration skills and political acumen to build strong working relationships with constituents.
- Ability to function independently and manage multiple assignments, competing priorities, and deadlines. Requires solid organizational skills and attention to detail.

#### Portfolio:

Broadly speaking, the portfolio covers the range of federal regulations and policies governing the conduct of research without regard to the funding mechanism. Currently, this includes research integrity issues including research misconduct; financial conflicts of interest; the use of human subjects; the care and use of animals; the management of controlled or sensitive research resources like select agents and toxins, human embryonic stems cells, fetal tissue, and rDNA. In addition, as related to research activities, environmental health and safety, including the use of chemicals in research, management of equipment, etc. Topics associated with training personnel in research ethics and compliance is included in the portfolio.