

FORM 8

**SIGNATURE SHEET FOR EVALUATIVE CRITERIA
APPROVED CRITERIA SHALL HAVE ALL REQUIRED SIGNATURES**

Department/Office: Office of Research Compliance _____

Department Chair: _____ Sreekant Murthy
Print

Sreekant Murthy - Ph.D.
Signature

Academic Year (circle): 15-16 16-17 17-18 18-19 19-20

Date Sent to Dean/Supervisor: 9-19-19

Signature _____
Dean/Supervisor: Beena Sukumaran, PhD

Date: 9/19/18 Approved: Y/P/N

Add'l Admin: _____

Y/P/N

Provost/designee: _____

3/17/19 Y/P/N

President/designee: _____

Y/P/N

Y = Approved	P = Approved pending modifications	N = Not approved
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For P or N decisions, the departmental committee should be provided with the reasons for non-approval, as well as suggested changes to the criteria within a reasonable time to ensure timely approval for first year candidates.

DIRECTIONS: Sign each line and print or stamp name below the line. This signature page must accompany the evaluative standards throughout the entire approval process, and serves as a record that all levels have contributed to the approval process. After all levels have approved the evaluative standards, this cover page and the criteria shall be duplicated, and a copy sent to the Senate office for archiving. The original criteria packet is returned to the Department/Office.

SUGGESTED TIMETABLE:	DATE
Departmental approval, sent to Dean/Supervisor:	September 25 (earlier if possible)
Dean provides feedback regarding criteria	October 9
Final administrative approval and forwarding to Senate, Department, and Dean	November 1

Office's Interpretation of the Evaluation Criteria: Research Compliance Specialist

1. Assessment of Professional Performance: *See attached Responsibilities and Duties document

- IRB Administration: Router, Administrator, and IRB Member Reviewer roles for Glassboro/CMSRU IRB. Main administrator for eIRB system
 - Complete Administrator and IRB Member Reviews
 - Guidance, Training, & Customer Service for all IRB users
 - Liaison to OHRP, Conflict of Interest Board, RowanSOM IRB, Cooper IRB, and Rowan IRT
- Responsible Conduct of Research Administration:
 - Track compliance of RCR requirement for all NSF/NIH funded research staff.
 - Generate tracking reports and retain all training records
- Export Control Administration:
 - Run search reports for all incoming Visiting Scholars/Visiting Researchers
 - Retain all reports/records
- IBC Administration:
 - Review IBC protocols as IBC Member
 - Provide administrative assistance
- IACUC Administration:
 - Provide administrative assistance, including assistance with semi-annual inspections
- General Administrative Duties:
 - Develop operational reports
 - Draft office/compliance board policies, forms, and templates
 - Organize, maintain, & update Research Compliance Website
 - Provide training (including 1 on 1, workshops, and in-class training presentations)

2. Assessment of Professional Development:

- Completion of all required compliance trainings and education programs
- Research and analyze compliance regulations, policies, and procedures
- Attend webinars and online trainings
- Run IRB Workshops for faculty and students

3. Assessment of Contribution to University Community:

- Support all Rowan researchers via reviews carried out with IRB, IBC, and IACUC boards to ensure research is carried following all regulations and policies
- Training and personal assistance for researchers
- Engage in ongoing dialog with research faculty, staff and students

4. Assessment of Contribution to Wider and Professional Community:

- Establish and support research policies and standards that protect & benefit entire community
- Continue professional and academic development via researching current scientific literature, federal and state regulations, message boards, and forums.
- Work together with other Research Compliance Offices in collaborative research projects

Candidate Signature:  Date: 9-19-18

Supervisor Signature:  Date: 9/19/2018

Office's Interpretation of the Evaluation Criteria: Research Compliance Specialist

April 2018

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Candidate Signature: [Handwritten Signature] Date: 9/23/18

Supervisor Signature: Shelant Mundy Date: 4/23/2018