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

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

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

Signature

Date

Approved

Dean/Supervisor: Beena Sukumaran, PhD

Y/P/N

Add’l Admin:

Approved

3/17/19

Y/P/N

Provost/designee:

Y/P/N

President/designee:

Y/P/N

Y = Approved  P = Approved pending modifications  N = Not approved

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:

Departmental approval, sent to Dean/Supervisor:

Dean provides feedback regarding criteria

Final administrative approval and forwarding to Senate, Department, and Dean

DATE:

September 25 (earlier if possible)

October 9

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: [Signature] Date: 9-19-18
Supervisor Signature: [Signature] Date: 9/19/2018
Office’s Interpretation of the Evaluation Criteria: Research Compliance Specialist

April 2018

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