

## NYU Langone Health

### Position Description and Performance/Competency Assessment Form

Title: Associate General Counsel (Research)  
Unit: LG  
Department: Legal  
Reports to: EVP & Vice Dean General Counsel  
FLSA Status: Exempt  
Direct Patient Caregiver: No

Job Code:  
Salary Grade:  
BU Status: NBU  
Standard Workweek:  
  
Last Revision Date: 8/28/2020

#### Position Summary:

The primary responsibility of this role is to provide competent, timely legal advice to NYU Langone Health (comprised of NYU Grossman School of Medicine, NYU Long Island School of Medicine, and NYU Langone Hospitals), and its Office of Science and Research and institutional stakeholders related primarily to biomedical research activities. The role secondarily advises in other areas such as data privacy and security, information technology, and corporate governance and grants stewardship issues as these relate to NYU Langone Health's Research Mission.

#### Principal Responsibilities:

Under direction of the Executive Vice President & General Counsel, the Associate General Counsel (Research) will have the following responsibilities:

##### Research

1. Provide legal advice about a wide variety of issues relating to biomedical research activities at a large academic medical center and in collaboration with its strategic partners.
2. Serve as the primary attorney for NYU Grossman School of Medicine Institutional Review Board (IRB) and the Human Research Regulatory Affairs (HRRA) Office on matters regarding human subjects research.
3. Serve as the primary attorney for NYU Grossman School of Medicine Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) on matters regarding animal and basic research.
4. Provide legal advice on other areas of research regulation including but not limited to Export Controls, transfers and shipments of biological materials, high-containment laboratories, the use of controlled substances in laboratories, and other matters as arise in a complex academic medical center.
5. Provide day-to-day legal advice to faculty and administrators in connection with all research compliance matters, including NIH and other government research sponsor requirements, audits, inspections, and investigations.
6. Counsel on Research Misconduct and other investigations, working closely with and providing legal guidance to the Research Integrity Officer, faculty committees, and hearing panels.
7. Advise, in collaboration with Sponsored Programs Administration and other attorneys in OGC, on research contracts and agreement templates, including federal and non-federal grants, subawards, contracts, clinical trial agreements, IRB/IACUC reliance agreements, service and procurement agreements, consulting agreements, material transfer agreements, and data privacy/nondisclosure agreements.

8. Provide legal advice about a wide variety of issues relating to multistate and international research collaborations.
9. Advise on HIPAA, GDPR, and other relevant data privacy laws with respect to research activities.
10. Develop, review, and revise research-related policies, procedures, and training materials.
11. Review research-related subpoenas, requests from research sponsors, governmental enforcement agencies, and requests from third-party made in accordance with the Freedom of Information Act (FOIA).

#### Information Governance/Technology

12. Develop policies, procedures, and training materials related to IT security, data integrity and accessibility, record retention, and information governance.
13. Counsel the Medical Center Information Technology department on a wide range of research and non-research related matters, including HIPAA, data privacy, and cybersecurity.

#### General

14. Coordinate on processes, practices, and responses with the attorneys in the Office of General Counsel, to ensure consistency and uniformly high standards in responding to our internal clients and external stakeholders.
15. Perform other related duties as assigned.

#### **Minimum Qualifications:**

Admission to the NY Bar with at least five years' experience as a practicing lawyer in research regulatory matters and research contracting, preferably with experience in hospitals, health systems and/or academic medical centers; effective oral, written communication skills and the ability to work collegially with diverse personnel.

#### **Preferred Qualifications:**

#### **Working Conditions/Physical Demands:**