Training Program Proposal

September 2017 – June 2018

Building and Supporting our Research Administration Community

Introduction to Research Support Offices

Sponsored Programs, Post Award Financial Operations, Research Compliance, Corporate and Foundation Relations, Office of Technology Development

HOW – Introduce our staff and services, review roles & responsibilities, highlight on-line resources

Topical Training

Examples include: Proposal Submission, Budgeting, Award Management, Effort Reporting, Cost Transfers, Cost Sharing, Subaward Administration, Industry Agreements, IRB, IACUC, fCOI

HOW – Deliver an overview of the topic including policy, process and case study examples.

Reporting Best Practices

Pre and Post award management – how to leverage Business Warehouse Reports

HOW: Training to use distributed reports and highlight business questions they address. Additional course focused as a learning lab on how to create queries.

Building and Supporting Community

"Coffee with Colleagues", Training Events

HOW: Quarterly meetings in an informal setting taking a deeper dive on a specific topic to allow for focused discussion, sharing of ideas, questions, tips & tricks and networking. Ensure time for casual connection among grants administration colleagues from across both campuses

Proposed Training Discussion:

- We should be mindful to create a realistic and achievable program for 2017/2018
  - Not commit to more than can be successfully delivered
  - Sponsored Programs can lead this program, but we will need volunteers to make this happen
    - Help review content
    - Support the team in delivery (presenting, logistics, communication, feedback from participants)
- We need your input, ideas and feedback
  - Have we outlined a program that focuses on the right areas?
  - Would you support this program and encourage others to participate?
- Regarding Topical Training: How should we prioritize topics, especially if we can only deliver 2-3 the first year?
- A future topic we can consider adding is "Introduction to Working with Other University Offices" – such as HR, Corporate Relations, Technology Development, Facilities, etc.?
- Will need to be mindful of and incorporate Kuali Proposal Development and COI sessions in this mix
  - Need to be careful of "overload" commitments of Department staff
- How do we determine what topics get discussed at the Quarterly Coffee with Colleagues?
- How do we best communicate grants administration updates to departments?
  - Do we use Coffee with Colleagues to provide updates?
  - Should we have more formal semi-annual meetings?
- What on-line tools can we use to keep people updated more "real-time"?
- Recommend establishing a new Training Task Force to ensure this program stays on track, recruits volunteers and helps promote the training program – establish in July
  - Suggest launching the Training Program at the September Research Administrator Day Program
  - Suggest video-taping the introductory sessions so they can be on-line as

INDEPENDENT TRAINING OPPORTUNITIES:

- Look to leverage opportunities in the broader grants administration community
  - NCURA and SRA regional and national meetings; RADG's
  - Online trainings like YouTube Tuesdays, NCURA and SRA webinars
  - List serves, LinkedIn discussion groups
  - What are the ancillary tools that you use as part of your toolkit?