Purpose

The purpose of this project is to create a comprehensive enterprise-wide research administration educational certification program that establishes and maintains individual and organizational learning and knowledge about research administration topics, programs and systems.

Objectives

Knowledge Acquisition

Skills Acquisition

Problem Solving / Behavior

Talent Retention

Professional Growth and Development
Goal

To make this a world class RA certification program that echoes the prestige of UC San Diego and the $1 billion a year research effort it supports and set the tone and example in order to be a leader that others will look to as best in class.
RA Training Program Offerings

Certificate Programs
Workshops
Podcasts on Lecture Topics
Systems Labs
On Demand
Mobile Learning
Job Aids
Games
RA Training Program Offerings

Career Tracks
Family: Research Administration
Function: Contracts and Grants
Category: Professional

Level 1: Basics
Designed for entry level administrative specialists
- FALL 2016
  Oct 26th – Dec 21st
- WINTER 2017 (TBA)
  Jan 17th – Mar 7th
- SPRING 2017 (TBA)
  Mar 16th – May 2nd
- FALL 2017 (TBA)
  Sept 20th – Nov 16th

Level 2: Intermediate
Designed for skilled administrative specialists
- SPRING 2017 (TBA)
  Mar 16th – May 2nd
- FALL 2017 (TBA)
  Sept 20th – Nov 16th
- WINTER 2018 (TBA)
  Jan 2018 – Mar 2018
- SPRING 2018 (TBA)
  Mar 2018 – May 2018
- WINTER 2019 (TBA)
  Jan 2019 – Mar 2019

Level 3: Experienced
Designed for proficient administrative analysts
- FALL 2017 (TBA)
  Sept 20th – Nov 16th
- WINTER 2018 (TBA)
  Jan 2018 – Mar 2018
- FALL 2018 (TBA)
  Sept 2018 – Nov 2018
- WINTER 2019 (TBA)
  Jan 2019 – Mar 2019

Level 4: Advanced
Designed for senior administrative analysts
- FALL 2018 (TBA)
  Sept 2018 – Nov 2018
- SPRING 2019 (TBA)
  Mar 2019 – May 2019
Deliverables / Scope

Research Administration Training Program

<table>
<thead>
<tr>
<th>Department</th>
<th>Central Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Manager (or equivalent)</td>
<td>PI</td>
</tr>
<tr>
<td>MSO/DBO (or equivalent)</td>
<td>OCGA</td>
</tr>
<tr>
<td>General Campus</td>
<td>HSSPO</td>
</tr>
<tr>
<td>SIO</td>
<td>SIO-OCGA</td>
</tr>
<tr>
<td>HS</td>
<td>OPAFS</td>
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<tr>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
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UC San Diego
RESEARCH ADMINISTRATION TRAINING PROGRAM
RA Training Program Analysis
What we looked at before deciding and designing

- **Strategic Plan**
  - Mission
  - Vision
  - Goals
  - Strategies

- **Audit Findings**
  - Internal
  - External

- **Job Cards**
  - 114 Cards in 3 VC Areas
  - 10 Payroll Titles
  - 56 Working Titles
  - 244 Functions
  - 3086 Tasks
  - Mind Mapping

- **HR Data**
  - VCR Tenure
  - RA Career Tracks
  - Learning Road Map
  - Core Competencies
  - Individual Development Plans

- **UC Organization**
  - Org Charts
  - New UC San Diego
  - Branding Guidelines

- **Training Needs Analysis**
  - 6 Analytical Components
  - White Paper
  - IdeaWave Topics

- **4 Level Evaluation**
  - Reaction
  - Learning
  - Behavior
  - Results

- **Training Inventory**
  - 619 Courses
  - General Campus, Health Sciences, SIO
  - Staff Education, Campus Budget Office, OPAFS, UC Extension, UC Learning, Non-UC Learning
Curriculum

- Aligns with Sponsored Projects Life Cycle
- Aligns with HR Career Tracks, Staff Ed Learning Road Map, Core Competencies
- Leverage existing UCSD and external trainings, content and resources
- Incorporates best practices in Adult Education, Neuroscience of Learning & Instructional Design
- Applicable to all VC Areas

Competency = Knowledge, Skills, Attitude, Confidence and Commitment
Curriculum Aligns with Sponsored Projects Life Cycle

- Aligns with HR Career Tracks, Staff Ed Learning Road Map, Core Competencies
- Leverage existing UCSD and external trainings, content and resources
- Applicable to all VC Areas

Competency = Knowledge, Skills, Attitude, Confidence and Commitment
What You Need to Know...

First Pilot Offering: Research Administration Training Program Level 1: Basics Fall 2016
Date: Oct 26th – Dec 21st
Length: 8 Week Curriculum
Duration: 1 Day a Week from 8:30AM – 12:30PM
Registration: Register through UC Learning
Pre-Requisite: Fundamentals of Sponsored Research at UC San Diego (eCourse)
Location: Held at Torrey Pines Center North Training Room and eRAP Computer Training Room
Openings: 32 spots available
Frequency: Offered 3 times a year
Additional offerings:
  - Winter 2017 Jan 17th – Mar 7th
  - Spring 2017 Mar 16th – May 2nd
  - Fall 2017 Sept 20th – Nov 16th
Target Audience: Those new to sponsored research (new Fund Managers or equivalents)
All VC Areas welcome!
For more information...

Visit:
trainra.ucsd.edu

Join the listserv:
mailman.ucsd.edu/mailman/listinfo/ra-training-l

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