

UC San Diego

RESEARCH ADMINISTRATION TRAINING PROGRAM

Nicole Joyce, MBA

Research Administration Training Program Manager

Office of Research Affairs

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.



UC San Diego
**RESEARCH ADMINISTRATION
TRAINING PROGRAM**

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

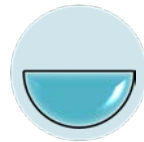
Designed for entry level administrative specialists

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



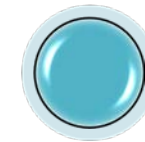
Level 3: Experienced

Designed for proficient administrative analysts

WINTER 2018 (TBA)
Jan 2018 – Mar 2018

SPRING 2018 (TBA)
Mar 2018 – May 2018

FALL 2018 (TBA)
Sept 2018 – Nov 2018



Level 4: Advanced

Designed for senior administrative analysts

FALL 2018 (TBA)
Sept 2018 – Nov 2018

WINTER 2019 (TBA)
Jan 2019 – Mar 2019

SPRING 2019 (TBA)
Mar 2019 – May 2019

Deliverables / Scope

Research Administration Training Program

Department

Central Office

Fund Manager
(or equivalent)

MSO/DBO
(or equivalent)

PI

OCGA

HSSPPO

SIO-
OCGA

OPAFS

Other

General
Campus

SIO

HS

General
Campus

SIO

HS



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



Research & Resources

UCOP
10 UCs
13 Other Institutions
4 Grad. Programs
7 Prof. Organizations
2 Sponsors

HR Data

VCR Tenure
RA Career Tracks
Learning Road Map
Core Competencies
Individual Development
Plans



Training Needs Analysis

6 Analytical Components
White Paper
IdeaWave Topics

UC Organization

Org Charts
New UC San Diego
Branding Guidelines



4 Level Evaluation

Reaction
Learning
Behavior
Results

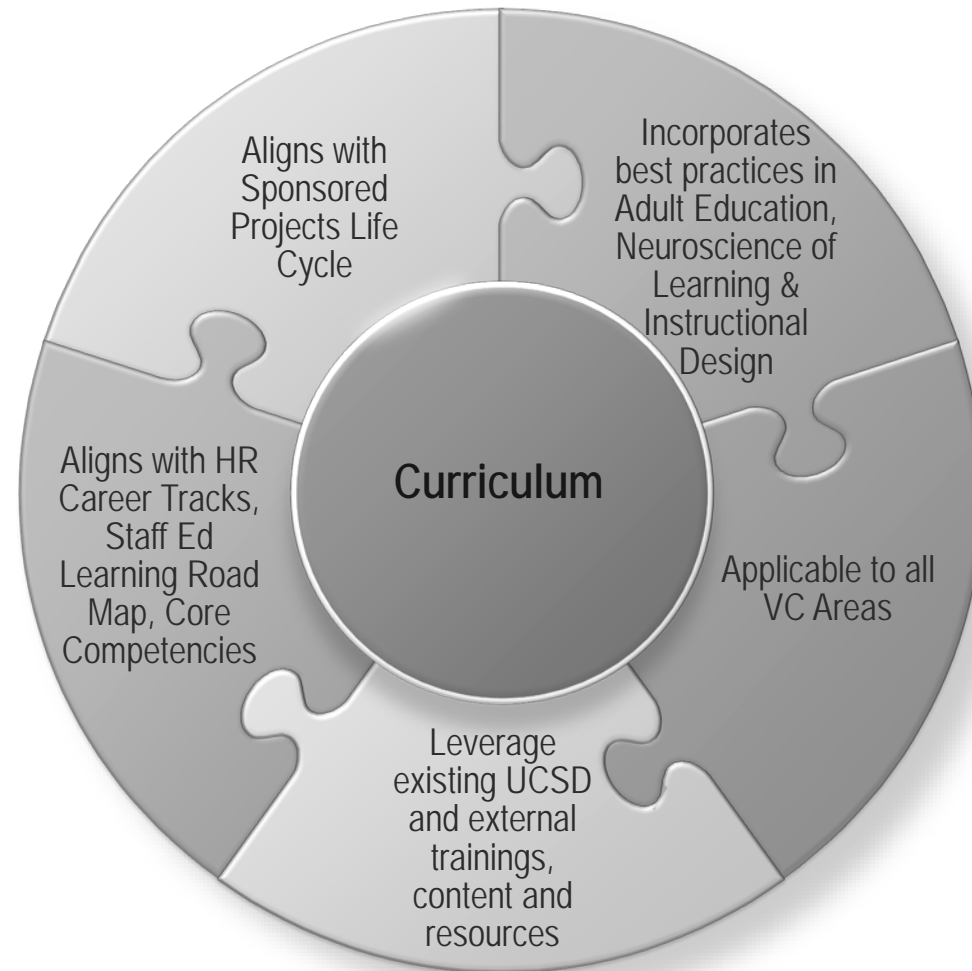
Life Cycle

Pre-Award
Award Acceptance
Post-Award
Closeout
Research Ethics &
Compliance



Training Inventory

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



Competency = Knowledge, Skills, Attitude, Confidence and Commitment



Competency = Knowledge, Skills, Attitude, Confidence and Commitment



Is this for everyone?



Is this relevant to me?



Who can attend?

How long is it?

Who is the target audience?

What if I have to miss a week?



What happens if it's full?

Can I just pick the courses I want to attend?

What if I work in SIO or HS or General Campus? Is the content VC specific?



How can I register?

Are there any pre-requisites?



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

Contact:

Nicole Joyce, MBA

Research Administration Training Program Manager

njoyce@ucsd.edu

858-534-9112