UC San Diego Research Administration Training Program Research & Resources

RESEARCH OF COMPARATIVE INSTITUTIONAL PROGRAMS AND INVENTORY OF UCSD RESEARCH RELATED TRAININGS
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Overview and Summary

In order to better understand best practices of research administration training being offered by competitive and similar institutions, 11 organizations were examined in addition to all 10 UC’s. Due to time constraints, a basic Google search of {Institution Name} Research Administration Training was used. Links to the various web content is listed below for quick referencing and any available materials were collected and stored in corresponding folders at Y:\1RA Training\Research & External Resources and can be made available upon request.

Although, each institution presents it research administration content differently, common themes could be identified. Most institutions organized the content by the sponsored projects life cycle and included pre-award, post-award and compliance content throughout, which allowed the basis of fundamental or core content. Additional topics, FAQs, information on involved offices and external resources, along with supplemental content such as mentoring programs and related events facilitated deeper dives into more elective content that could be tailor for specific needs.

While some research administration trainings were formalized certification programs, others were not. Some programs (even internal) required staff applications, while some offered freely available content. Some programs hosted their content through the sponsored projects office website, others through the institution’s learning management system (LMS). Most institutions offered blended learning solutions. Additionally, most institutions presented their content to both a researcher and research administrator audience.

In conclusion, it would appear that one could garner best practices as organizing the materials according to the sponsored projects life cycle (to include pre-award, post-award and compliance), which will serve as the basis of core/fundamental content along with any mandatory training requirements. Then, building more specific elective content by topic and tools in collaboration with the various sponsored projects offices.

As this list is not exhaustive, additional outreach to research administration training managers will be conducted along with deeper analysis into external resource organization, content and offerings.
UC Office of the President

- UC Research Training Community

UC San Diego

General Campus (GC)

- Academic Affairs (AA)
  - Organized Research Unit Business Administrators (ORUBA)
    - [http://oruba.ucsd.edu/training-and-development/index.html](http://oruba.ucsd.edu/training-and-development/index.html)
    - [http://academicaffairs.ucsd.edu/staffhr/training/](http://academicaffairs.ucsd.edu/staffhr/training/) (prof dev)
    - [http://academicaffairs.ucsd.edu/staffhr/boa/index.html](http://academicaffairs.ucsd.edu/staffhr/boa/index.html) (Business Officers Academy)
      - [http://academicaffairs.ucsd.edu/staffhr/boa/schedule.html](http://academicaffairs.ucsd.edu/staffhr/boa/schedule.html)
      - [http://academicaffairs.ucsd.edu/staffhr/boa/committee.html](http://academicaffairs.ucsd.edu/staffhr/boa/committee.html)
      - [http://academicaffairs.ucsd.edu/staffhr/boa/participants.html](http://academicaffairs.ucsd.edu/staffhr/boa/participants.html)
      - [http://academicaffairs.ucsd.edu/staffhr/boa/past-participants.html](http://academicaffairs.ucsd.edu/staffhr/boa/past-participants.html)
      - [http://academicaffairs.ucsd.edu/staffhr/boa/past-training-schedule.html](http://academicaffairs.ucsd.edu/staffhr/boa/past-training-schedule.html)
      - [http://www.ucop.edu/ucophome/businit/boi/about_boi.html](http://www.ucop.edu/ucophome/businit/boi/about_boi.html) (Business Officer Institute)
    - [http://blink.ucsd.edu/HR/training/programs/MSAP.html](http://blink.ucsd.edu/HR/training/programs/MSAP.html) (Management Skills Assessment Program)
      - [http://blink.ucsd.edu/HR/benefits/education/index.html](http://blink.ucsd.edu/HR/benefits/education/index.html)
  - Academic Business Administrators (ABA) Mentorship Program
    - [http://aba.ucsd.edu/](http://aba.ucsd.edu/)
    - [http://academicaffairs.ucsd.edu/staffhr/mentoring/](http://academicaffairs.ucsd.edu/staffhr/mentoring/)
    - [http://adminrecords.ucsd.edu/PPM/index.html](http://adminrecords.ucsd.edu/PPM/index.html)
- [http://academicaffairs.ucsd.edu/staffhr/training/computer-security.html](http://academicaffairs.ucsd.edu/staffhr/training/computer-security.html)
- [http://academicaffairs.ucsd.edu/staffhr/mentoring/courses.html](http://academicaffairs.ucsd.edu/staffhr/mentoring/courses.html) (recommended trainings)
- [http://academicaffairs.ucsd.edu/staffhr/mentoring/mentor-tips.html](http://academicaffairs.ucsd.edu/staffhr/mentoring/mentor-tips.html) (tips for mentors)
- [http://academicaffairs.ucsd.edu/staffhr/mentoring/mentee-tips.html](http://academicaffairs.ucsd.edu/staffhr/mentoring/mentee-tips.html) (tips for mentees)

- MSO Academy via Karen Anders in Physics
- New MSO Training per Linda Schlossman Thai
- Office of Research Affairs
  - [https://research.ucsd.edu/](https://research.ucsd.edu/)
- Research Portal
  - [http://blink.ucsd.edu/research/index.html](http://blink.ucsd.edu/research/index.html)
- Budget Training
  - [http://blink.ucsd.edu/finance/budget/training/](http://blink.ucsd.edu/finance/budget/training/)
- Research Compliance Training
  - [http://blink.ucsd.edu/research/policies-compliance-ethics/training.html](http://blink.ucsd.edu/research/policies-compliance-ethics/training.html)
- Safety Training
  - [http://blink.ucsd.edu/safety/resources/training/](http://blink.ucsd.edu/safety/resources/training/)
    - Laboratory Safety Training vs. Laboratory Technical Training Program
      - [http://blink.ucsd.edu/safety/resources/training/general-lab.html](http://blink.ucsd.edu/safety/resources/training/general-lab.html)
      - [http://blink.ucsd.edu/safety/resources/training/technical.html](http://blink.ucsd.edu/safety/resources/training/technical.html)
    - Biosafety Training
      - [http://blink.ucsd.edu/safety/resources/training/biosafety.html](http://blink.ucsd.edu/safety/resources/training/biosafety.html)
    - Radiation Safety Training
      - [http://blink.ucsd.edu/safety/resources/training/radiation.html](http://blink.ucsd.edu/safety/resources/training/radiation.html)
    - Animal Welfare/Animal Research Training
      - [http://blink.ucsd.edu/sponsor/iacuc/training.html](http://blink.ucsd.edu/sponsor/iacuc/training.html)
- Office of Post Award Financial Services (OPAFS)
  - STaRT program post-award training for Fund Managers
  - Internal OPAFS training
- Office of Contract and Grant Administration (OCGA)
  - OCGA Blink Page
    - [http://blink.ucsd.edu/sponsor/ocga/index.html](http://blink.ucsd.edu/sponsor/ocga/index.html)
  - OPAFS/OCGA Sport Team Training Teams
    - Internal
      - Natalie Powell – OPAFS
      - Larissa Diogenes – OPAFS
      - Rachel Sievert – OCGA
      - Annie Williams – OCGA
      - Judy Shieh – OCGA
• Monique Pascucci – OCGA
  • External
    • Donna Smith – OPAFS
    • Angela Nguyen - ?
    • Bill Gentz - OPAFS *interested in needs assessment*
    • Wella Garcia – OCGA
    • Carlos Molina - ?
    • Trevor Johnson – OCGA
    • Judith Wheaton – OCGA
    • Sabrina Bakit - OCGA

Health Sciences (HS)
• Health Sciences Sponsored Projects Pre-Award Office (HS SPPO)
  o Research A-Z
    ▪ Erika Wilson
  o http://healthsciences.ucsd.edu/vchs/research-services/hssppo/pages/default.aspx
  o http://healthsciences.ucsd.edu/vchs/research-services/hssppo/news/Pages/upcoming-training-sessions.aspx
  o http://healthsciences.ucsd.edu/vchs/research-services/hssppo/news/Pages/previous-training-sessions.aspx
  o https://healthsciences.ucsd.edu/vchs/research-services/hssppo/news/Pages/upcoming-training-sessions.aspx

Scripps Institution of Oceanography (SIO)
• See SIO Fund Manager (IGPP/GRD) training manual
• https://scripps.ucsd.edu/contracts-and-grants/training

Staff Education & Development
• Staff Education and Development (HR/ Professional Development Training)
  o http://blink.ucsd.edu/HR/training/
  o FinLink Training
  o Travel

Campus Budget Office
• http://blink.ucsd.edu/finance/budget/training/index.html#Budgeting-101A---Best-Fiscal-Pr

UC Extension
• Clinical Trials Administration Certificate (Extension)
• Grant Proposal Preparation for Research Administration
• Grant Writing for Non-Profits
  o http://extension.ucsd.edu/studyarea/index.cfm?vCourse=BUSA-40463
Other UC’s

http://www.universityofcalifornia.edu/uc-system/parts-of-uc

Berkeley
  • http://rac.berkeley.edu/

Davis (RACS Certificate Program)
  • http://research.ucdavis.edu/resources/training/
  • http://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/ (SPO Training)
  • http://afs.ucdavis.edu/our_services/contracts-e-grants/training-resources/racs.html (Certificate program RACS)

Irvine
  • http://www.research.uci.edu/
  • http://www.research.uci.edu/about/research-admin.html
  • http://www.research.uci.edu/training-education/index.html
  • http://www.research.uci.edu/sponsored-projects/contracts-grants-admin/index.html (Really like the clean layout of the left hand nav)

Los Angeles (Certificate Program Under Construction)
  • http://www.research.ucla.edu/ora/training/raf.htm (Certificate Program is under construction)
  • http://www.research.ucla.edu/ocga/
  • https://www.training.ucla.edu/ora/
  • http://www.research.ucla.edu/ora/
  • http://www.research.ucla.edu/ora/training/
  • http://www.research.ucla.edu/ora/training/certification.htm
  • http://training.ucla.edu/
  • http://www.research.ucla.edu/ocga/S2SGrantsInfo/
  • http://ora.med.ucla.edu/body.cfm?id=35
  • Writing/Designing NIH Proposals Workshop
    o Our 1-day workshop is designed to help participants learn how to submit winning research proposals to the NIH.
      ▪ Our workshop curriculum targets:
        • Beginners seeking to acquire the techniques to research, draft, and submit winning proposals to the NIH.
        • Administrators interested in learning more about the proposal writing, submission, and review processes.
        • Experienced professionals looking to improve current proposal writing skills and receive updates on the latest funding regulations and trends.
      ▪ Participants will learn how to:
        • Read and interpret RFAs
        • Determine the right grant mechanism for a research idea
        • Understand the new scoring system and review process
• Build an airtight case for funding
• Revise a proposal for resubmission

Merced
• http://spo.ucmerced.edu/

Riverside
• https://research.ucr.edu/SPA.aspx
• https://research.ucr.edu/spa/training.aspx

San Francisco
• https://osr.ucsf.edu/training
• Research Administration Training
  o The Office of Sponsored Research (OSR) provides onboarding and ongoing training for Research Management Services and Government and Business Contracts staff.
  o Please contact the OSR Training Specialists:
     ▪ Joyce Abe (joyce.abe@ucsf.edu) and Catherine Dunn (catherine.dunn@ucsf.edu)
     ▪ See more at: https://osr.ucsf.edu/training#sthash.npDCXCLJ.dpuf

Santa Barbara (STAR Certificate Program)
• http://www.research.ucsb.edu/spo/electronic-research-administration/
• http://www.research.ucsb.edu/spo/
• http://www.research.ucsb.edu/spo/contracts-and-grants-liaison-resources/star-class-schedule/ (STAR Class Schedule)

Santa Cruz
• https://researchcompliance.ucsc.edu/
• https://researchcompliance.ucsc.edu/customer/en/portal/articles/2257823-rcr-training
• http://officeofresearch.ucsc.edu/osp/

Other Institutions
Johns Hopkins (RAT Pack Staff Certificate Program + Masters)
• https://squirrel.adobeconnect.com/_a751959191/p1uo7j76wmr/?launcher=false&fcsContent=true&pbMode=normal (Staff Program)
• http://www.hopkinsmedicine.org/webnotes/grants/Research%20Administration%20Training%20Program%20Existing%20Staff.pdf (RAT Pack - Staff Program)
• http://www.hopkinsmedicine.org/research/synergy/ora/training/

University of Washington (CORE Certificate Program)
• http://www.washington.edu/research/learning/ (CORE Certificate Program)
• http://www.washington.edu/research/compliance/required-training/
• http://f2.washington.edu/fm/gca/node/976
• https://www.washington.edu/research/?page=newResearcher (new researcher)
• https://www.washington.edu/research/guide/cycle.html (grant life cycle)
University of Michigan

- [http://orsp.umich.edu/navigate-professional-development-portal](http://orsp.umich.edu/navigate-professional-development-portal) (fundamentals)
- [http://orsp.umich.edu/research-administration-mentoring-program-ramp](http://orsp.umich.edu/research-administration-mentoring-program-ramp) (mentoring - RAMP)
- YouTube Channel (View our new video about Research Administration at the University of Michigan. Subscribe to our channel to get tips on navigating the ORSP website and for other research administration topics.)
- Networking (RAN)
- Events & Workshops

University of Pennsylvania

- [http://knowledgelink.upenn.edu/help/trainingproviders.html](http://knowledgelink.upenn.edu/help/trainingproviders.html) (LMS)
- [http://www.upenn.edu/researchservices/new.html](http://www.upenn.edu/researchservices/new.html) (new to sponsored projects admin?)
- [http://www.upenn.edu/researchservices/faq.html](http://www.upenn.edu/researchservices/faq.html) (FAQ)

University of Minnesota

- [http://www.dom.umn.edu/research/research-administration/research-compliance/index.htm](http://www.dom.umn.edu/research/research-administration/research-compliance/index.htm) (med)
- [http://www.ospa.umn.edu/](http://www.ospa.umn.edu/) (sponsored projects admin)
- [http://www.ospa.umn.edu/professionaldevtrainingopps/ProfessionalDevelopmentmen%20andTrainingOpportunities.html](http://www.ospa.umn.edu/professionaldevtrainingopps/ProfessionalDevelopmentmen%20andTrainingOpportunities.html) (prof dev and training ops)
- [http://www.research.umn.edu/regulations/sproles.html](http://www.research.umn.edu/regulations/sproles.html) (Sponsored Projects Roles and Responsibilities)
Pennsylvania State
- [http://www.research.psu.edu/osp/professional-development-opportunities-in-research-administration](http://www.research.psu.edu/osp/professional-development-opportunities-in-research-administration)
- [http://www.research.psu.edu/training](http://www.research.psu.edu/training)

Massachusetts Institute of Technology (MIT) (STAR Program)
- [http://osp.mit.edu/grant-and-contract-administration](http://osp.mit.edu/grant-and-contract-administration)

Stanford (DoResearch Certificate Program – PI & Admin)
- [https://doresearch.stanford.edu/training/research-administration](https://doresearch.stanford.edu/training/research-administration)
- [https://doresearch.stanford.edu/training](https://doresearch.stanford.edu/training) (Topic)
- [https://doresearch.stanford.edu/training](https://doresearch.stanford.edu/training) (Certificate Program)
- [https://doresearch.stanford.edu/training](https://doresearch.stanford.edu/training) (Audience)

Princeton
- [https://www.princeton.edu/orpa/training/](https://www.princeton.edu/orpa/training/)
- [https://www.princeton.edu/orpa/training/department-administrators/web-based-training/](https://www.princeton.edu/orpa/training/department-administrators/web-based-training/)
- [https://www.princeton.edu/orpa/da_training/module-1-our-environment/](https://www.princeton.edu/orpa/da_training/module-1-our-environment/) (Module 1)

Harvard (REACH Certificate Program)
- [http://osp.finance.harvard.edu/award-lifecycle](http://osp.finance.harvard.edu/award-lifecycle)
- [http://hlcra.harvard.edu/](http://hlcra.harvard.edu/)
- [http://research.fas.harvard.edu/training](http://research.fas.harvard.edu/training)
- Training and Education
- Medical School Research Administration
- Financial Administration Training Office of Sponsored Programs
- [http://osp.finance.harvard.edu/reach-program](http://osp.finance.harvard.edu/reach-program) (REACH program)
  - [http://osp.finance.harvard.edu/reach-foundations-program](http://osp.finance.harvard.edu/reach-foundations-program) (level 1: foundations)
- Local REACH Program Contacts
  - For more information about the REACH Program, we encourage you to contact your local REACH Representative. Here is a list of the local REACH contacts:
    - Charlene Arzigian, Kennedy School
    - Helen Page, Graduate School of Education
    - Patrick Fitzgerald, Faculty of Arts and Sciences
    - Eileen Nielsen, Harvard T.H. Chan School of Public Health
• Jeff Seo, School of Medicine
• Eric Asetta School of Engineering and Applied Sciences
• Roseann Luongo, Central Administration and all other Schools
• REACH@harvard.edu
• http://osp.finance.harvard.edu/other-training-resources
• http://research.fas.harvard.edu/
• http://69.43.88.82/graduate-professional-programs/academics/management-programs/research-administration.html (graduate certificate in research administration – Boston campus and online)
• http://www.emmanuel.edu/graduate-professional-programs/academics/management-programs/research-administration/master-of-science-in-management-research-administration.html (master of science in management with specialization in research administration and online)
• http://osp.finance.harvard.edu/training
• Kelly Evans
  o Senior Sponsored Research Administrator & Training Manager
  o Harvard Medical School (HMS)
  o Sponsored Programs Administration (SPA)
  o http://osp.finance.harvard.edu/overview-sponsored-projects-administration
• Roseann Luongo
  o Associate Director, Training and Compliance
  o Office for Sponsored Programs (OSP)
  o http://osp.finance.harvard.edu/overview-sponsored-projects-administration

Massachusetts General Hospital
• http://www2.massgeneral.org/facultydevelopment/orcd/research-mgmt.html
• http://www2.massgeneral.org/facultydevelopment/orcd/training-grants.html
• https://partnershealthcare-public.sharepoint.com/Pages/RCR-Training-Program.aspx

Duke
• http://research.som.duke.edu/research-administration (Research Administration Academy)
• http://research.som.duke.edu/resources-training
• http://research.som.duke.edu/sites/research.som.duke.edu/files/ORA%20Class%20Descriptions%20for%20WWWv2016.03.14.pdf

Arizona State University
• https://researchadmin.asu.edu/training (Research Academy)
• https://researchadmin.asu.edu/ (Research Administration site – love the lay out and function)
• Scott Pennelly | Instructional Design Specialist | Research Technology Support
  Arizona State University | Office of Knowledge Enterprise Development | Operations
t 480-727-2592 | f 480-965-2455
How am I doing? Email my supervisor

- [https://researchadmin.asu.edu/training/videos](https://researchadmin.asu.edu/training/videos) (love the filtering by process, audience and source)
- [https://researchadmin.asu.edu/training/roles](https://researchadmin.asu.edu/training/roles)
- [https://researchadmin.asu.edu/training/resources](https://researchadmin.asu.edu/training/resources)

### Graduate Programs

**Johns Hopkins**
- [http://advanced.jhu.edu/academics/graduate-degree-programs/research-administration-4/](http://advanced.jhu.edu/academics/graduate-degree-programs/research-administration-4/)

**University of Central Florida**
- [http://www.ce.ucf.edu/Program-Search/1381/Master-Of-Research-Administration/](http://www.ce.ucf.edu/Program-Search/1381/Master-Of-Research-Administration/)

**Emmanuel College**
- [https://emmanuel.edu/graduate-professional-programs/academics/management-programs/research-administration.html](https://emmanuel.edu/graduate-professional-programs/academics/management-programs/research-administration.html)
- [https://emmanuel.edu/graduate-professional-programs/academics/management-programs/research-administration/master-of-science-in-management-research-administration.html](https://emmanuel.edu/graduate-professional-programs/academics/management-programs/research-administration/master-of-science-in-management-research-administration.html) (Master of Science in Management: Research Administration)
- [https://emmanuel.edu/graduate-professional-programs/academics/management-programs/research-administration/graduate-certificate-in-research-administration.html](https://emmanuel.edu/graduate-professional-programs/academics/management-programs/research-administration/graduate-certificate-in-research-administration.html) (Graduate Certificate in Research Administration)

**Rush University**
- No current information is available at this time, but may have been offered in the past

### Professional Organizations

**National Council for University Research Administrators (NCURA)**
- [http://collaborate.ncura.edu/home](http://collaborate.ncura.edu/home)
- [http://www.ncura.edu/Education.aspx](http://www.ncura.edu/Education.aspx)
- Research Administrators Discussion Group (RADG)
  - [http://ncuraregioni.org/radg-meetings.html](http://ncuraregioni.org/radg-meetings.html)

**National Grants Management Association (NGMA)**
- [http://ngma.org/](http://ngma.org/)
- [http://ngma.org/training/](http://ngma.org/training/)

**Society for Research Administrators International (SRA)**
- [http://www.srainternational.org/](http://www.srainternational.org/)
• [http://srainternational.org/meeting/section/2016-westernmidwest-section-meeting/Program](http://srainternational.org/meeting/section/2016-westernmidwest-section-meeting/Program) (Western/Midwest Section Meeting 2016)

Research Administrators Certification Council (RACC)

Collaborative Institutional Training Initiative at U of Miami (CITI)
• [https://www.citiprogram.org/](https://www.citiprogram.org/)
• [https://www.citiprogram.org/index.cfm?pageID=86](https://www.citiprogram.org/index.cfm?pageID=86)

Society of Clinical Research Associates (SOCRA)

Chief Human Capital Officers Council

Sponsor Trainings

National Institute of Health (NIH) eRA Commons
• [https://era.nih.gov/era_training/era_videos.cfm](https://era.nih.gov/era_training/era_videos.cfm)

NIH Indirect Costs (IDC)

National Science Foundation (NSF)
Appendix

Training Inventory Summary
Summary of the methodology used to gather information on available trainings/offerings relevant for Research Administrators (specifically those within a Fund Manager or equivalent role).

Training Inventory
Training inventory of previously developed trainings/offerings available to research administrators. Includes trainings offered through UC Learning, UC Extension, Blink, Department/Central Office Offerings, Professional Organizations and Sponsors. Note: because the information was aggregated manually some courses/offerings may not be listed.

Revision Notes

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision Notes</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/30/2016</td>
<td>Updated to include Training Inventory Summary and Training Inventory in the Appendix</td>
<td>2.0</td>
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