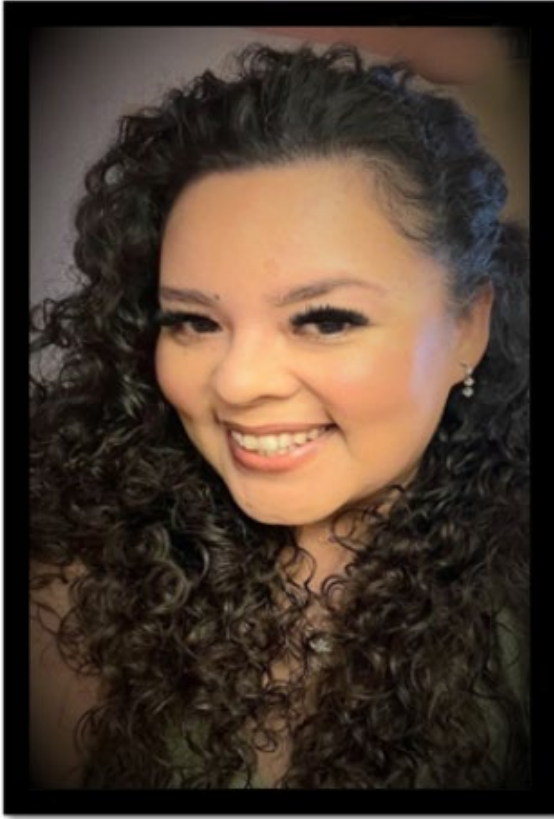




SRA INTERNATIONAL
ANNUAL MEETING
SEATTLE 2023
OCTOBER 14-18

ROOKIES UNITE!



Cecilia Canadas

Pre-Award Administrator

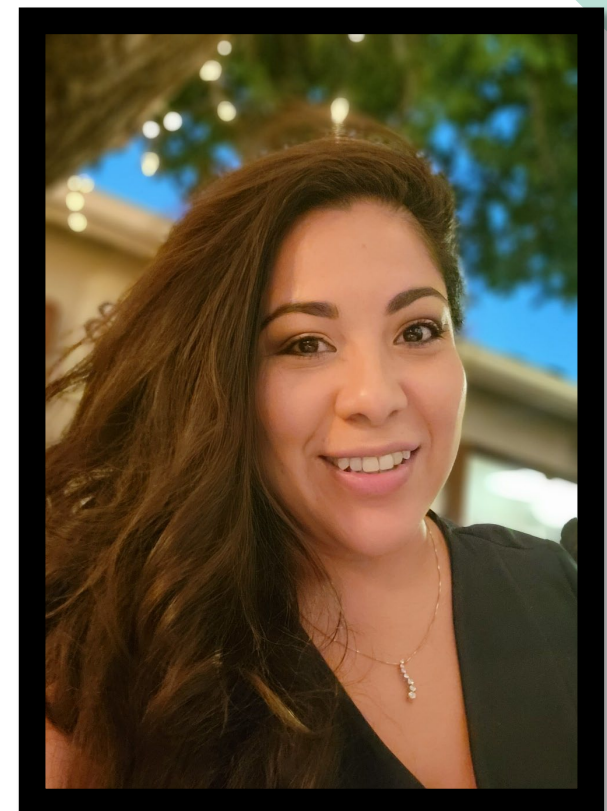
UCLA



Grace Fransisca

Research Administrator

UCLA



Lyset Castillo

Research Operations Analyst

City of Hope



Poll Time!

Please raise your hand if you have been in the field:

- Less than 1 year
- 2-3 years
- 3-5 years

How long have you been a member of SRAI?

- Brand new – One year or less
- 2-3 years
- More than 3 years

Who is here for the 1st time?



TODAY'S OBJECTIVES

- Compare entry points for newcomers in the field and to SRAI
- Discuss shared challenges across institutions for newcomers
- Develop shared strategies for networking and joint professional growth.



How did I get here?!



My Rookie Year: Shared Challenges

- **Institutional structure** (*i.e. pre-award vs. post-award, combined pre/post award roles, project managers handling full-cycle of the award, centralized research admins*)
 - Lack of structure
 - Resources
 - Support
- **Nature of the field**
 - PI needs vary
 - Deadline driven
 - Expectations
 - Sponsor requirements (Federal, non-federal, philanthropic funding)
 - Naturally evolving (*i.e. remote work, reporting requirements, research security, demand*)

Shared Challenges (Continued)

- **Setting healthy boundaries**
 - Assessing urgency and prioritizing workload accordingly
 - Out of office – after hours
- **Research administration is a broad field**
 - Steep learning curve
 - Various areas of focus (i.e. compliance, security, award administration, intellectual property, foreign/international collaboration)
 - Majority of us have stumbled into research administration – entry points vary.



Research Administration: The Stats



[Cayuse Benchmark Report](#) traces the current innovations, technology, challenges, and changes impacting research administration each year.

For 2022, we saw some [interesting trends](#):

-84% of respondents reported an increased workload

-57% of them said it was a significant increase



Research administrator jobs are in demand. Research administrator demand is projected to grow **6%** from 2018 to 2028 ([Zippia](#))

Networking & Professional Growth

- Beginning with your institution, take advantage of training opportunities, introduce yourself, volunteer for activities outside your scope of work
- Ask yourself: What institutions are my PI's collaborating with? **Connect with staff at external organizations that you may work with**
- Build rapport with internal and external collaborators. Establish a good working relationship and become a familiar name
- Join professional organizations
- Use online resources **(i.e. LinkedIn, Listserv, RAD classes)**
- Look into certifications **(CRA, CPRA, CFRA)**



- **Best practices for Research Administration**

- Managing expectations
- Time management skills
- Be resourceful
- Stepping out of your comfort zone
- Create your multi-level professional circle
- Stay informed about industry changes

- **Focus on transferrable Skills**

- Purchasing & Procurement
- Finance & Accounting
- “Hard” vs. “Soft” skills
- Customer service
- Reporting



Let's Practice What We Preach: Networking!



Introduce yourself to another administrator in the room



Exchange information: (i.e. e-mail, phone number, LinkedIn)

Whatever you feel comfortable sharing



What area of research administration do you manage?



What is one thing you've mastered in Research Administration?

(i.e., what can you help someone in)



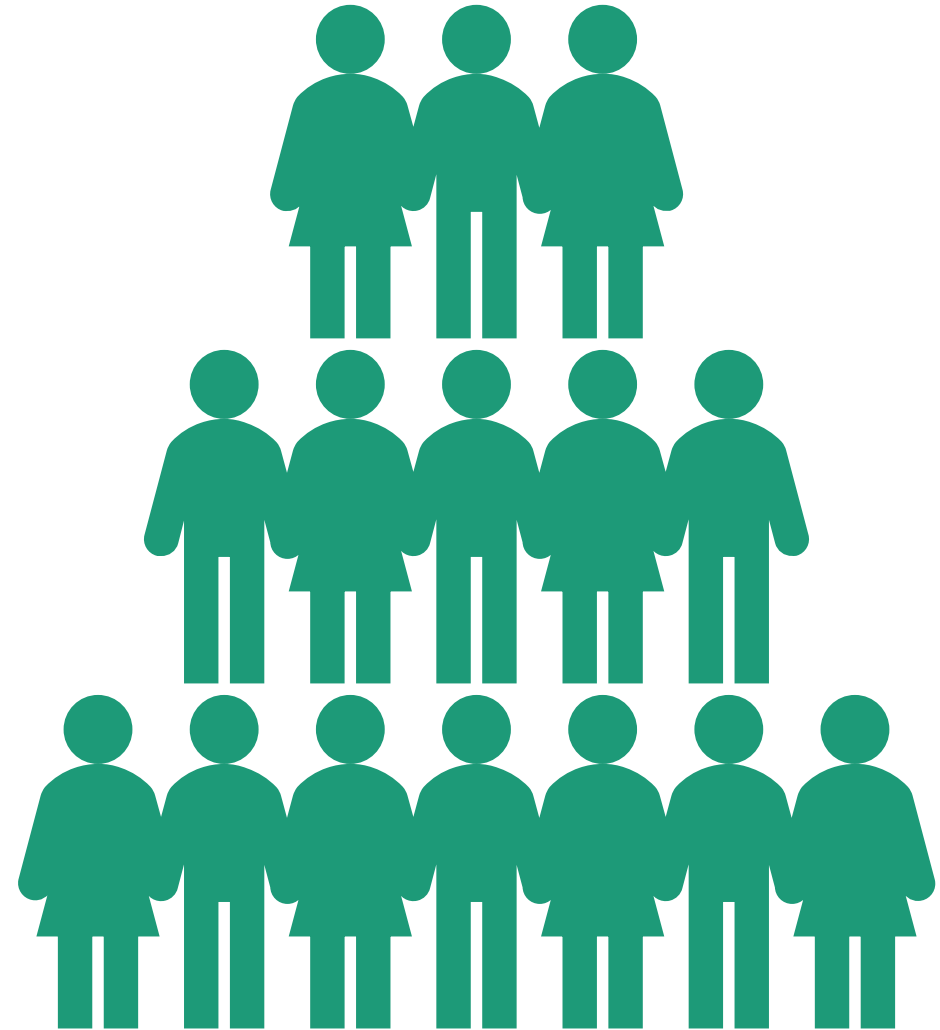
What area or skills do you want to learn more about?



And just for fun: What is your favorite historical or cartoon character? Do you prefer the beach, mountain, or something else?

The Don'ts in Research Administration

- **Don't** be afraid to ask questions
- **Don't** feel like you need to accomplish it all by yourself (*seek out your team, colleagues, network*)
- **Don't** let one bad apple spoil the orchard (i.e. VIP PI's, divisions, proposals, portfolios)
- **Don't** be afraid to admit you don't know something
- **Don't** be intimidated by difficult situations or mistakes (*lean in and learn from these*)
- Whatever you do - **Don't give up!**



Finally, the Do's in Research Administration



- **Do** join professional networks
 - Society of Research Administrators International (SRAI) - International
 - National Council of University Research Administrators (NCURA) – US + International
 - Canadian Association of Research Administrators (CARA) - Canada
 - Association of Research Managers and Administrators (ARMA) - UK
- **Do** seek out classes (*i.e. within/outside of your organization*) and build a network you can reach out to with questions
- **Do** set goals and discuss them with your supervisor and team
- **Do** ask about cross training in other areas of research administration
- **Do** seek out mentorship opportunities for yourself
- **Do** be innovative – the field is constantly evolving
- **Do** take Initiative, be self-motivated, be proactive
- **Do** know your learning style – share this with your colleagues/manager especially when asking for support
- **Do** build a network.
- **DO** give yourself time. Research administration is not a field where you can learn everything in one year. There is always learning to do. First 1-2 years is where a lot of learning begins. Don't get discouraged!

Lesson from "Finding Dory"



When the
going gets
tough,

JUST

KEEP

SWIMMING...



Q&A



Thank you!

Start building your network, add us to your contact list!

Cecilia Canadas: ccanadas@mednet.ucla.edu

Grace Francisca: gfrancisca@mednet.ucla.edu

Lyset Castillo: lyscastillo@coh.org

Download our Rookie RA Resources flyer here:



Resources

[Research Administration Listserv](#) - Research Administration Discussion List, which allows industry professionals from universities, hospitals, and government and non-profit research labs to share information and field questions for their peers.

[Uniform Guidance 2 CFR Part 200](#) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

[NYU Research Administration Demonstration Series](#) - The goal of RAD is to provide information/knowledge sharing for all research administrators. New research administrators could utilize RAD as part of their new employee onboarding, while veteran research administrators could utilize RAD for their continued learning (or refresher).

[Research Administrators Certification Council \(RACC\)](#) – Learn about obtaining certifications (i.e. CRA, CFRA, CPRA)

[The Society of Research Administrators International \(SRAI\)](#)

[SRAI Odyssey Program](#) - The Odyssey Program pairs up experienced members (mentors) with members who are new or seeking to learn new skills in the field (mentees) and will give them all the chance to grow. Applications open in October 2023.

[The National Council of University Research Administrators \(NCURA\)](#)

[Council on Governmental Relations \(COGR\)](#)

[National Organization of Research Development Professionals \(NORDP\)](#)

[Virginia Tech CRA Study Group](#) - The Virginia Tech Certified Research Administrator Study team is an online guided self-study program designed for all research administrators regardless of institution who are interested in and qualify to take the certified research administrator exam.

[RACC Body of Knowledge Review Session](#)

[RACC CRA Candidate Handbook](#)

[CITI Program Module for Research Administrator](#)

Things to do in Seattle

Original Starbucks tour

<https://stories.starbucks.com/stories/2015/store-tour-inside-1912-pike-place-seattle-usa/>

Underground Tour

<http://www.undergroundtour.com/>,

MoPOP

<https://www.mopop.org/>

Space Needle

<https://www.spaceneedle.com/>

Pike Place Fish Market

<https://www.pikeplacefish.com/>

Axe Throwing

<https://www.bladeandtimber.com/locations/seattle-capitol-hill>

