

Clinical Trials and Research Administration

The Clinical Trials Research Administration ("CTRA") Certificate delivers intensive training sessions specifically designed to provide an understanding of the critical elements of successful administration of a clinical trials research program. The program has been redesigned to cover the critical elements of clinical trials management for research administrators and to more effectively integrate with other SRAI certificate offerings. The CTRA curriculum examines issues relevant to both National Institutes of Health-sponsored and industry-sponsored clinical trials. Much of the material is explored through experiential learning activities from seasoned research administrators including case studies. Elements of the curriculum include protocol review, recruitment, negotiation of agreements, development and negotiation of budgets, compliance, billing, international studies, and risk management and analysis.

Financial Management

The financial research administration series is designed for new and intermediate administrators responsible for providing financial support on a pre- or post-award basis. The certificate content is also applicable to mid- and upper-level administrators who assume oversight responsibility for financial management of sponsored program activity and to support staff responsible for developing financial and compliance management systems. The certificate provides an understanding of the regulatory foundation for the direct and indirect costing of sponsored program activity, financial management decision-making and system development.

Introduction to Research Administration and Management

Ideal for someone new to the profession or as a refresher for a more seasoned research administrator, The Introduction to Research Administration and Management certificate explores the broad scope of the multi-faceted profession of research administration. The comprehensive curriculum - developed by some of the "best of the best" instructors in the field provides an overview and introduction to the broad field of research administration and management. Elements of the curriculum include understanding the environment and context within which research administration is conducted as it relates to such diverse areas as research law, research ethics,

fiscal management, regulatory compliance, sponsored program administration, and pre- and post-award management.

Leadership

This curriculum is designed to provide research administrators with a comprehensive skill set to effectively lead and manage research activities. Developed by knowledgeable and successful leaders in the research administration, this certificate provides an overview and introduction to the communication and other necessary skills to lead research administration and management offices. Elements of the curriculum include personality and leadership assessments and sessions in change management, team building, diversity in the workforce, recruitment and retention, leadership theory and practice, professional development, employee engagement, risk management and compliance, and ethical decision making.

National Institutes of Health Grants Fundamentals

The certificate in National Institutes of Health Grants was produced by SRA International for the benefit of its members who manage NIH grants. It was produced solely by SRA International, and is not an official program of the NIH.

The NIH Grants Management certificate provides a foundation in grants from the National Institutes of Health (NIH). As the NIH is the single largest federal grant-awarding agency, the program is perfect both for someone new to research administration and for research administrators expanding their knowledge of federal funding agencies. The curriculum—anchored by the full-day workshop, "NIH Fundamentals"—provides an overview to the procedures and policies essential to preparing successful applications to and managing grant awards from the National Institutes of Health.

Practice of Research Administration and Management

The PRAM certificate focuses on the supervision and organization of research activities from an organization management perspective. The core content for the certificate emphasizes: leadership development, research administration staffing and management, research and faculty development,

innovation and economic development, and integrity and stewardship.

The certificate includes content that is relevant for research managers who are generally at a Director or higher-level within an organization and covers the broad range of activities comprising research operations.

Pre-Award

The best preparation for a successful funding decision is the solid planning and preparation on a variety of issues needed to submit a high-quality competitive proposal. The work of pre-award research administrators prepares the way for successful implementation of the funded project. The Pre-Award certificate provides instruction on the broad scope of responsibilities for research administrators who work with investigators to plan, develop and prepare grant proposals for submission, and who trouble-shoot with various agency personnel, institutional administrators and investigators to ensure all issues are clarified before an award is made. The program features workshops and sessions on finding and disseminating funding opportunity information, proposal development and submission, budget preparation, award review and acceptance, post-submission communications, the responsible and ethical conduct of research, eRA systems and other relevant topics.

Research Development

The Research Development certificate is designed for specialists who work with researchers to improve the number, size and quality of their grant proposals, and who participate in the development of strategies and practices to enhance and expand the institution's research agenda. The certificate's aims are: 1) to support new and ongoing initiatives that will grow the institution's position in sponsored research; 2) to provide strategic direction and expert support for the institutional research enterprise; 3) to develop investigator capacity to submit more and better individual proposals; 4) to improve the success rate of proposals submitted by the institution, especially those targeted to larger, more complex grant programs.

Research Compliance and Integrity

The Research Compliance and Integrity Certificate provides a foundation for identifying, understanding and addressing the complex ethical dimensions of conducting research. The Certificate identifies specific categories which will provide an understanding of the critical elements of successful administration of a research integrity program. The program has been redesigned to cover the essential elements of research integrity management for research administrators. The redesign maintains the required workshop curriculum, which introduces the student to the knowledge required to understand research integrity administration. The Research Compliance and Integrity Certificate covers issues relevant to colleges and universities, research hospitals and institutes, government agencies, non-profit funders of research, and industry. Elements of the curriculum include protocol review, compliance review board review, research misconduct, foreign influence, research security, and researcher issues. These elements, along with other relevant topics, will be presented in a combination of one half-day workshop and seven sessions to complete the program. The session will include six required sessions and one elective session—no more than two sessions from any single category.

Research Law

Law related to research administration is practiced in multiple settings: federal, state, and local government; mediation; universities, health care, business, and legal services organizations; advocacy nonprofits; and private law firms, to name a few. Some research administrators may hold a juris doctor (JD) although they may not serve as lawyers for their organization. They may serve in roles such as compliance, contract negotiation, policy drafting or advocacy work. This diversity makes the law related to research a field where almost anyone can find an area of interest, and where those working within the field can find new challenges in an ever-changing landscape. The Research Law certificate is broadly structured to cover an array of topics with concentrations in those areas of most common concern. The certificate is based on an intensive workshop survey of the various aspects of the law that will touch almost every research administrator and lawyer working with research institutions.

Name: _____ Institution: _____ Email: _____

Clinical Trials and Research Administration

One (1) full-day workshop and seven (7) concurrent sessions from the list below
(Five (5) required sessions; two (2) elective sessions)

Required Workshop (CTRA-R)

*A Guide to Clinical Trials Administration

Required Sessions Must Take Five (5) (CTRA-R)

*I. *Clinical Trials: The Industry Perspective (CTRA-I)*

*II. *Negotiating Clinical Trial Agreements with For-Profit Companies (CTRA-II)*

*III. *Determining Study Feasibility at Your Site (CTRA-III)*

*IV. *Biorepository and Data Management Considerations for Clinical Trials (CTRA-IV)*

*V. *Clinical Trials: Rules and More Rules (CTRA-V)*

VI. Clinical Trials Budget Negotiation (CTRA-VI)

WS4: Proposal Budgeting Fundamentals including NIH

Tuesday, May 6 | 1:30 pm – 5:00 pm

Room: Rio Mar 3

*VII. *Research Integrity: The Institutional Perspective (CTRA-VII)*

Elective Sessions Must Take Two (2) (CTRA-E)

T305: Navigating Compliance Challenges in the Age of Advanced Information Technology

Thursday, May 8 | 1:45 pm – 2:45 pm

Room: Rio Mar 7

W105: Research Protections and Compliance Review Boards

Wednesday, May 7 | 9:30 am – 10:30 am

Room: Rio Mar 3

Name: _____ **Institution:** _____ **Email:** _____

F205: Aligning Missions: Strategies for Negotiating IP with Diverse Partners _____

Friday, May 9 || 10:45 am – 11:45 am

Room: Rio Mar 5

*Blank lines reserved for elective sessions at future meetings.
On each blank line write the name of the session as well as the meeting and the year.*

Name: _____ Institution: _____ Email: _____

Financial Management

One (1) full-day workshop and eight (8) concurrent sessions from the list below (five (5) required sessions;
three (3) elective sessions)

Required Workshops Must Take One (1) Full-day Workshop (FM-R)

WS1: It's About the Money
Tuesday, May 6 | 9:00 am – 5:00 pm
Room: Rio Mar 4

Required Sessions Must Take One (1) Session from Each Category (FM-R)

I. Facilities and Administrative Costs (FM- I)

W101: Indirect Costs: Balancing Sponsor Requirements and Institutional Needs
Wednesday, May 7 | 9:30 am – 10:30 am
Room: Rio Mar 7

II. Internal Controls (FM- II)

W401: Service Centers Overhaul: A Discussion on Strengthening Internal Controls
and Guidance
Wednesday, May 7 | 3:00 pm – 4:00 pm
Room: Rio Mar 7

III. Post-Award Financial Management (FM- III)

WS2: Demystifying the Numbers: A Primer on Accounting Principles for
Post-Award Research Administrators
Tuesday, May 6 | 1:30 pm – 5:00 pm
Room: Rio Mar 2

T201: OT2 NIH Funding Mechanism Post-Award
Thursday, May 8 | 10:45 am – 11:45 am
Room: Rio Mar 7

IV. Property/Equipment/Procurement Standards (FM- IV)

T303: Uniform Guidance Updates
Thursday, May 8 | 1:45 pm – 2:45 pm
Room: Rio Mar 5

V. Sub-recipient Monitoring (FM- V)

F103: Subaward Basics: Soup to Nuts!
Friday, May 9 | 9:30 am – 10:30 am
Room: Rio Mar 3

Name: _____ Institution: _____ Email: _____

**Elective Sessions
Must Take Three (3)
(FM-E)**

W201: Who Can Help Me with My Funded Grant? _____

Wednesday, May 7 | 10:45 am – 11:45 am

Room: Rio Mar 5

W301: Where is My Money? Award Set-up and Project Implementation _____

Wednesday, May 7 | 1:45 pm – 2:45 pm

Room: Rio Mar 7

T101: Basics of Research Administration _____

Thursday, May 8 | 9:30 am – 10:30 am

Room: Rio Mar 5

*Blank lines reserved for elective sessions at future meetings.
On each blank line write the name of the session as well as the meeting and the year.*

Name: _____ Institution: _____ Email: _____

Introduction to Research Administration and Management

One (1) full-day workshop and seven (7) concurrent sessions from the list below
(must take one (1) session from each of the four (4) required categories; three (3) elective sessions)

Required Workshop Must Take One (1) (IRAM-R)

*Fundamentals of Research Administration and Management

Required Sessions Must Take One (1) Session from Each Category (IRAM-R)

I. Fundamentals of Sponsored Research Projects (IRAM-I)

W103: Finding Funding Opportunities _____

Wednesday, May 7 | 9:30 am – 10:30 am

Room: Rio Mar 5

W303: Cut Budget, Now What? _____

Wednesday, May 7 | 1:45 pm – 2:45 pm

Room: Rio Mar 3

W403: Research Administration From Both Sides: Department vs Central _____

Wednesday May 7 | 3:00 pm – 4:00 pm

Room: Rio Mar 3

T101: Basics of Research Administration _____

Thursday, May 8 | 9:30 am – 10:30 am

Room: Rio Mar 5

T202: Sponsored Sync: Where Departments and the Central Office Finally Talk! _____

Thursday, May 8 | 10:45 am – 11:45 am

Room: Rio Mar 2

II. Legal Issues in Research Administration (IRAM-II)

F103: Subaward Basics: Soup to Nuts! _____

Friday, May 9 | 9:30 am – 10:30 am

Room: Rio Mar 3

III. Regulatory Compliance (IRAM-III)

T303: Uniform Guidance Updates _____

Thursday, May 8 | 1:45 pm – 2:45 pm

Room: Rio Mar 5

IV. Financial Management and Compliance (IRAM-IV)

W201: Who Can Help Me with My Funded Grant? _____

Wednesday, May 7 | 10:45 am – 11:45 am

Room: Rio Mar 5

Name: _____ **Institution:** _____ **Email:** _____

W301: Where is My Money? Award Set-up and Project Implementation

Wednesday, May 7 | 1:45 pm – 2:45 pm

Room: Rio Mar 7

Elective Sessions
Must Take Three (3)
(IRAM-E)

Blank lines reserved for elective sessions at future meetings.
On each blank line write the name of the session as well as the meeting and the year.

Name: _____ Institution: _____ Email: _____

Leadership

One (1) full-day workshop and eight (8) concurrent sessions from the list below
(Must take one (1) session from each of the six (6) required categories; two (2) elective sessions)

Required Workshop (LD-R)

*Leadership Development Workshop

Required Sessions Must take six (6) sessions. One (1) from each category (LD-R)

I. Change Management (LD- I)

W202: Reporting Metrics: Proving Your Worth _____

Wednesday, May 7 | 10:45 am – 11:45 am

Room: Rio Mar 2

T304: The Change Equation: Three Actionable Pathways to Create Effective Change _____

Thursday, May 8 | 1:45 pm – 2:45 pm

Room: Rio Mar 4

T402: Leveraging Technology to Enhance Operational Workflows and
Streamline Efforts _____

Thursday, May 8 | 3:00 pm – 4:00 pm

Room: Rio Mar 2

II. Team Building (LD- II)

W304: Welcome 2 the Jungle _____

Wednesday, May 7 | 1:45 pm – 2:45 pm

Room: Rio Mar 4

III. Diversity in the Workforce (LD- III)

W404: Bridging the Divide of Multigenerational Pre and Post RA _____

Wednesday, May 7 | 3:00 pm – 4:00 pm

Room: Rio Mar 4

T204: Cast a Wider Net! Fishing for the next Gen of RA _____

Thursday, May 8 | 10:45 am – 11:45 am

Room: Rio Mar 4

IV. Recruitment and Retention (LD- IV)

W302: HR Management and Best Practices for the Dept Amin _____

Wednesday, May 7 | 1:45 pm – 2:45 pm

Room: Rio Mar 2

T104: Enhancing Onboarding Through LevelUP _____

Thursday, May 8 | 9:30 am – 10:30 am

Room: Rio Mar 4

Name: _____ Institution: _____ Email: _____

V. *Leadership Theory and Practice (LD-V)

VI. Professional Development (LD-VI)

F104: Developing Successful Leaders for the future

Friday May 9 | 9:30 am – 10:30 am

Room: Rio Mar 4

VII. Employee Engagement (Culture) (LD-VII)

W204: Research Administrators-There's a Message in the Music!

Wednesday, May 7 | 10:45 am – 11:45 am

Room: Rio Mar 4

VIII. Risk Management and Compliance (LD-VIII)

T305: Navigating Compliance Challenges in the Age of Advanced IT

Thursday, May 8 | 1:45 pm – 2:45 pm

Room: Rio Mar 7

T405: Preventative Burden in Research Compliance: Short Term Investment for Long Term Gain

Thursday, May 8 | 3:00 pm – 4:00 pm

Room: Rio Mar 3

IX. Ethical Decision-Making (LD-IX)

W104: Operational Empathy in RA

Wednesday, May 7 | 9:30 am – 10:30 am

Room: Rio Mar 4

**Elective Sessions
Must Take Two (2)
(LD-E)**

*Blank lines reserved for elective sessions at future meetings.
On each blank line write the name of the session as well as the meeting and the year.*

Name: _____ Institution: _____ Email: _____

National Institutes of Health (NIH) Grants Fundamentals

One (1) full-day workshop and six (6) concurrent sessions from the list below
(three (3) required sessions; three (3) elective sessions)

Required Workshop (NIH-R)

*NIH Grants Fundamentals

Required Sessions Must Take Three (3) sessions. One (1) from Each Category (NIH-R)

I. Pre-Award (NIH-I)

WS4: Proposal Budgeting Fundamentals including NIH

Tuesday, May 6 | 1:30 pm – 5:00 pm

Room: Rio Mar 3

W203: From Proposal to Payday: Navigating the Research Administration

Adventure, Bridging the Gap between Pre-Award and Post-Award Offices

Wednesday, May 7 | 10:45 am – 11:45 am

Room: Rio Mar 3

T303: Uniform Guidance Updates

Thursday, May 8 | 1:45 pm – 2:45 pm

Room: Rio Mar 5

II. *Post-Award (NIH-II)

III. Compliance (NIH-III)

T105: The Web of Animal Research Oversight and Unique Scenarios for
Funded Research

Thursday, May 8 | 9:30 am – 10:30 am

Room: Rio Mar 7

Elective Sessions Must Take Three (3). Select an Additional Session from Any Category OR any of the Sessions below (NIH-E)

F103: Subaward Basics: Soup to Nuts!

Friday, May 9 | 9:30 am – 10:30 am

Room: Rio Mar 3

Name: _____ **Institution:** _____ **Email:** _____

*Blank lines reserved for elective sessions at future meetings.
On each blank line write the name of the session as well as the meeting and the year.*

Name: _____ Institution: _____ Email: _____

Practice of Research Administration and Management

One (1) half-day workshop and eight (8) concurrent sessions from the list below
(must take one (1) session from each of the five (5) required categories and
three (3) elective sessions in any category)

Required Workshop (PRAM-R)

*Hot Topics/Case Study

Required Sessions Must Take Five (5) One (1) from Each Category (PRAM-R)

I. Leadership Development (PRAM-I)

WS5: Overcome your Kryptonite – Life Lessons from the Research League _____

Tuesday, May 6 | 9:00 am – 12:30 pm

Room: Rio Mar 2

W304: Welcome 2 the Jungle Leadership Training _____

Wednesday, May 7 | 1:45 pm – 2:45 pm

Room: Rio Mar 4

W404: Bridging the Divide of Multigenerational Pre and Post _____

Wednesday, May 7 | 3:00 pm – 4:00 pm

Room: Rio Mar 4

F104: Developing Successful Leaders for the Future: Benefits and Best Practices _____

Friday, May 9 | 9:30 am – 10:30 am

Room: Rio Mar 4

II. Research Administration Staffing & Management (PRAM-II)

T304: The Change Equation: Three Actionable Pathways to Create Effective Change _____

Thursday, May 8 | 1:45 pm – 2:45 pm

Room: Rio Mar 4

T402: Leveraging Technology to Enhance Operational Workflows and Streamline
Efforts _____

Thursday, May 8 | 3:00 pm – 4:00 pm

Room: Rio Mar 2

III. *Research & Faculty Development (PRAM-III)

IV. *Innovation & Economic Development (PRAM-IV)

Name: _____ Institution: _____ Email: _____

V. Integrity & Stewardship (PRAM-V)

W205: Navigating CMMC Compliance: The Essential Role of a Research Administrator

Wednesday, May 7 | 10:45 am – 11:45 am

Room: Rio Mar 7

T305: Navigating Compliance Challenges in the Age of Advanced Information Technology

Thursday, May 8 | 1:45 pm – 2:45 pm

Room: Rio Mar 7

**Elective Sessions
Must Take Two (2)
(PRAM-E)**

W102: It's a Long-Term Game, Not a Short-Term Gain, RA Software Implementation

Wednesday, May 7 | 9:30 am – 10:30 am

Room: Rio Mar 2

W104: Operational Empathy

Wednesday, May 7 | 9:30 am – 10:30 am

Room: Rio Mar 4

W202: Reporting Metrics: Proving your Worth

Wednesday, May 7 | 10:45 am – 11:45 am

Room: Rio Mar 2

T104: Enhancing Onboarding through SRAI's Level Up

Thursday, May 8 | 9:30 am – 10:30 am

Room: Rio Mar 4

T402: Leveraging Technology to Enhance Operational Workflows and Streamline Efforts

Thursday, May 8 | 3:00 pm – 4:00 pm

Room: Rio Mar 2

F201: Expanding the Circle: Building a Campus-Wide Research Admin Network

Friday, May 9 | 10:45 am – 11:45 am

Room: Rio Mar 7

*Blank lines reserved for elective sessions at future meetings.
On each blank line write the name of the session as well as the meeting and the year.*

Name: _____ Institution: _____ Email: _____

Pre-Award

Two (2) half-day workshops and five (5) concurrent sessions from the list below
(four (4) required sessions; one (1) elective session)

Required Workshops Must Take Two (2) (PA-R)

WS6: Proposal Management Process
Tuesday, May 6 | 9:00 am – 12:30 pm
Room: Rio Mar 3

WS4: Proposal Budgeting Fundamentals including NIH
Tuesday, May 6 | 1:30 pm – 5:00 pm
Room: Rio Mar 3

Required Sessions Must Take Four (4) (PA-R)

I. eRA Tools and Systems (PA-I)

T402: Leveraging Technology to Enhance Operational Workflows and
Streamline Efforts
Thursday, May 8 | 3:00 pm – 4:00 pm
Room: Rio Mar 2

II. Finding Funding Opportunities (PA-II)

W103: Finding Funding Opportunities
Wednesday, May 7 | 9:30 am – 10:30 am
Room: Rio Mar 5

III. Pre-Award Preparation for Post-Award Success (PA-III)

W203: From Proposal to Payday: Navigating the Research Administration
Adventure, Bridging the Gap between Pre-Award and Post-Award Offices
Wednesday, May 7 | 10:45 am – 11:45 am
Room: Rio Mar 3

IV. Award Review and Acceptance (PA-IV)

T103: What Type of Agreement Is This and What Should I Do With It?
Thursday, May 8 | 9:30 am – 10:30 am
Room: Rio Mar 3

Elective Sessions Must Take One (1) (PA-E)

T203: Challenges of Non-English Speaking Research Administrators in the
Pre-Award Phase
Thursday, May 8 | 10:45 am – 11:45 am
Room: Rio Mar 3

Name: _____ **Institution:** _____ **Email:** _____

T403: Building a Basic Budget
Tuesday, May 6 | 3:00 pm – 4:00 pm
Room: Rio Mar 5

*Blank lines reserved for elective sessions at future meetings.
On each blank line write the name of the session as well as the meeting and the year.*

Name: _____ Institution: _____ Email: _____

Research Compliance and Integrity

One (1) half-day workshop and seven (7) concurrent sessions from the list below
(Must take one (1) session from six (6) required categories, no more than one (1) per category may count as required; one (1) elective from any category)

Required Workshop (RCI-R)

*Introduction to Research Integrity

Research Integrity Categories Must take six (6) sessions from categories below (RCI-R)

*I. *Research Integrity General (RCI-I)*

*II. *Research Protections and Compliance Review Boards (RCI-II)*

W105: Navigating Human Research Protections: Unique Roles Across Diverse
Institutional Setting _____
Wednesday, May 7 | 9:30 am – 10:30 am
Room: Rio Mar 3

T105: The Web of Animal Research Oversight and Unique Scenarios for
Funded Research _____
Thursday, May 8 | 9:30 am – 10:30 am
Room: Rio Mar 7

*III. *Foreign Influence (RCI-III)*

*IV. *Research Misconduct (RCI-IV)*

*V. *Research Security (RCI-V)*

W305: Research Security and Malign Foreign Influence _____
Wednesday, May 7 | 1:45 pm – 2:45 pm
Room: Rio Mar 5

*VI. *Safety (RCI-VI)*

*VII. *Export Control (RCI-VII)*

VIII. Researcher Issues (RCI-VIII)

T305: Navigating Compliance Challenges in the Age of Advanced Information Technology _____
Thursday, May 8 | 1:45 pm – 2:45 pm
Room: Rio Mar 7

Name: _____ Institution: _____ Email: _____

Elective Sessions
Must Take One (1) from Any Category Above
(RCI-E)

W205: Navigating CMMC Compliance: The Essential Role of a Research
Administrator

Wednesday, May 7 | 10:45 am – 11:45 am

Room: Rio Mar 7

T405: Preventative Burden in Research Compliance: Short Term Investment for
Long Term Gain

Thursday, May 8 | 3:00 pm – 4:00 pm

Room: Rio Mar 3

Blank lines reserved for elective sessions at future meetings.
On each blank line write the name of the session as well as the meeting and the year.

Name: _____ Institution: _____ Email: _____

Research Law

One (1) full-day workshop and seven (7) concurrent sessions from the list below (must take six (6) sessions from the required categories, no more than one (1) per category may count as required; one (1) elective from any category)

Required Workshop

*Introduction to Research Law

Research Law Categories

Must take a total of seven (7) sessions.

Six (6) required sessions from the required categories; and one (1) elective from any category.

*I. *Intellectual Property (RL-I)*

*II. *The Players (RL-II)*

*III. *Public Policy Issues (RL-III)*

*IV. *Compliance and Ethics (RL-IV)*

*V. *Grants and Contracts (RL-V)*

VI. Evolving/Hot Topics (RL-VI)

W205: Navigating CMMC Compliance: The Essential Role of a
Research Administrator

Wednesday, May 7 | 10:45 am – 11:45 am

Room: Rio Mar 7

Blank lines reserved for elective sessions at future meetings.

On each blank line write the name of the session as well as the meeting and the year.
