Name: _____ Institution: _____ Email: _____

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

Individuals generally get selected into leadership positions because of strong technical skills; however, they excel in these positions based on their ability to interact successfully with others and communicate in effective ways. There is a need to understand one's self and work to develop strong competencies in others. The comprehensive curriculum, developed by knowledgeable and successful leaders in the research administration, 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 conflict management, change, delegation, diversity communication skills and using metrics to help with team effectiveness. ***The Leadership certificate is not being offered at this meeting.**

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.

Name: _____ Institution: _____ Email: _____

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 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 content for the certificate emphasizes: leadership development, research administration staffing and management, research and faculty development, innovation and economic development, and integrity and stewardship, individual proposals; 4) to improve the success rate of proposals submitted by the institution, especially those targeted to larger, more complex grant programs.

Research Integrity

The Research 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: _____

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)

WS1: Fundamentals of Research Administration and Management _____
Sunday, April 24 | 9:00 AM – 5:00 PM
Room: Hanson

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

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

T103: NIH Escape Room: Submission Day in the Life of a Research Administrator _____
Tuesday, April 26 | 9:30 – 10:30 AM
Room: Curtis

T405: Spotlight on Sponsors _____
Tuesday, April 26 | 3:30 – 4:30 PM
Room: Phoenix

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

M304: Copyright and Data _____
Monday, April 25 | 1:30 – 2:30 PM
Room: Cameron

T204: Dealing with Bayhl-Dole Act in International Transactions - A Case Study _____
Tuesday, April 26 | 11:00 AM – 12:00 PM
Room: Cameron

III. Regulatory Compliance (IRAM-III)

M405: NSF OIG Audit Update _____
Monday, April 25 | 3:00 – 4:00 PM
Room: Phoenix

W104: Updates on Improper Influence Compliance _____
Wednesday, April 27 | 9:30 – 10:30 AM
Room: Cameron

IV. Financial Management and Compliance (IRAM- IV)

T301: Building a Proposal Budget - The Basics _____
Tuesday, April 26 | 2:00 – 3:00 PM
Room: Ellis

Name: _____ Institution: _____ Email: _____

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

M103: Thinking Locally, Working Globally: Pre-award planning for Post-award Success _____
Monday, April 25 | 9:30 – 10:30 AM
Room: Curtis

M104: Compliance Red Light Green Light _____
Monday, April 25 | 9:30 – 10:30 AM
Room: Cameron

M105: NSF Update _____
Monday, April 25 | 9:30 – 10:30 AM
Room: Phoenix

M205: NIH Update _____
Monday, April 25 | 11:00 AM – 12:00 PM
Room: Phoenix

M302: It's a New World: Remote Research Administration Work _____
Monday, April 25 | 1:30 – 2:30 PM
Room: Hanson

M404: What Exactly is Conflict of Commitment (COC)? _____
Monday, April 25 | 3:00 – 4:00 PM
Room: Cameron

T104: Understanding and Managing Institutional Conflicts of Interest _____
Tuesday, April 26 | 9:30 – 10:30 AM
Room: Cameron

Name: _____ Institution: _____ Email: _____

Research Development

Two (2) half-day workshops and seven (7) concurrent sessions from the list below
(Must take four (4) required sessions; three (3) elective sessions)

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

WS2: Supporting Large, Complex, Strategic Proposals _____
Sunday, April 24 | 9:00 AM – 12:30 PM
Room: Curtis

WS4: Fundamentals of Research Development _____
Sunday, April 24 | 1:30 – 5:00 PM
Room: Curtis

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

I. Proposal Development: Overview and Proposal Components (RD- I)
T203: Letters of Intent, White Papers, Preproposals, Logic Models, Quad Charts and Abstracts: Short but Crucial Components of Grant Applications _____
Tuesday, April 26 | 11:00 AM – 12:00 PM
Room: Curtis

II. Developing Investigator Capacity (RD – II)
T303: Facilitating Success for New Investigators: The Crucial First Year _____
Tuesday, April 26 | 2:00 – 3:00 PM
Room: Curtis

III. Collaborative and Large-Scale Projects (RD-III)
W103: The Art of Herding Cats, or Communicating and Coordinating Multiple Grant Partner _____
Wednesday, April 27 | 9:30 – 10:30 AM
Room: Ellis

IV. Research Development Management and Infrastructure (RD- IV)
M303: Research Development Management, Staffing, Infrastructure and Best Practices _____
Monday, April 25 | 1:30 – 2:30 PM
Room: Curtis

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

M105: NSF Update _____
Monday, April 25 | 9:30 – 10:30 AM
Room: Phoenix

M205: NIH Update _____
Monday, April 25 | 11:00 AM – 12:00 PM
Room: Phoenix

M403: Coming Soon: NIH Data Management and Sharing Policy _____
Monday, April 25 | 3:00 – 4:00 PM
Room: Curtis

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)

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

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

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

W101: Clinical Trial Billing: Getting the Money You Signed Up for and More
Wednesday, April 27 | 9:30 – 10:30 AM
Room: Phoenix _____

W203: Building Trust: Working with Single IRB Requirements and Researchers at Other Institutions
Wednesday, April 27 | 10:45 – 11:45 AM
Room: Cameron _____

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.

_____ _____

_____ _____

*Required Session/Workshop not available at the 2022 SRA International WE/MW Section Meeting

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)
(FM-R)

*Financial Management _____

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

I. *Facilities and Administrative Costs (FM- I)

_____ _____

II. Internal Controls (FM- II)
M405: NSF OIG Audit Update
Monday, April 25 | 3:00 – 4:00 PM _____
Room: Phoenix

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

_____ _____

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

_____ _____

V. Sub-recipient Monitoring (FM- V)
M301: Subrecipient Monitoring _____
Monday, April 25 | 1:30 – 2:30 PM
Room: Ellis

T403: A "Go-To" Guide for Managing Sub-award Relationships with Community-based Organizations _____
Tuesday, April 26 | 3:30 – 4:30 PM
Room: Curtis

*Required Session/Workshop not available at the 2022 SRA International WE/MW Section Meeting

Name: _____ Institution: _____ Email: _____

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

T301: Building a Proposal Budget - The Basics _____
Tuesday, April 26 | 2:00 – 3:00 PM
Room: Ellis

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.

_____ _____

*Required Session/Workshop not available at the 2022 SRA International WE/MW Section Meeting

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 Fundamentals _____

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

I. *Pre-Award (NIH-I)

_____ _____

II. *Post-Award (NIH-II)

_____ _____

III. Compliance (NIH-III)
M403: Coming Soon: NIH Data Management and Sharing Policy
Monday, April 25 | 3:00 – 4:00 PM _____
Room: Curtis

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

M205: NIH Update _____
Monday, April 25 |11:00 AM – 12:00 PM
Room: Phoenix

T103: NIH Escape Room: Submission Day in the Life of a Research Administrator _____
Tuesday, April 26 | 9:30 – 10:30 AM
Room: Curtis

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.

_____ _____

_____ _____

*Required Session/Workshop not available at the 2022 SRA International WE/MW Section Meeting

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)

*PRAM Workshop: A Hot Topic Case Study ***(Credit requires application)*** _____

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

I. Leadership Development (PRAM-I)

M102: Lessons in Leadership, Learning from My Mistakes _____
Monday, April 25 | 9:30 – 10:30 AM
Room: Hanson

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

T402: frAGILE: Lean Concepts in a Remote/Hybrid Workplace _____
Tuesday, April 26 | 3:30 – 4:30 PM
Room: Hanson

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

_____ _____

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

_____ _____

V. Integrity & Stewardship (PRAM-V)

M104: Compliance Red Light Green Light _____
Monday, April 25 | 9:30 – 10:30 AM
Room: Cameron

M404: What Exactly Is Conflict of Commitment (COC)? _____
Monday, April 25 | 3:00 – 4:00 PM
Room: Cameron

*Required Session/Workshop not available at the 2022 SRA International WE/MW Section Meeting

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)

*Proposal Management Process _____

*Proposal Budgeting Fundamentals _____

Required Sessions Categories
Must take a total of four (4) required sessions. (PA-R)

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

M103: Thinking Locally, Working Globally: Pre-award Planning for Post-award Success
Monday, April 25 | 9:30 – 10:30 AM _____
Room: Curtis

II. *Funding Development (PA-II)

_____ _____

III. *eRA/Submission Technologies Session (PA-III)

_____ _____

IV. *Post-Submission to Award Acceptance (RD-IV)

_____ _____

*Elective Sessions
Must Take One (1)
(PA-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.

_____ _____

_____ _____

*Required Session/Workshop not available at the 2022 SRA International WE/MW Section Meeting

Name: _____ Institution: _____ Email: _____

Research Integrity

One (1) workshop, six (6) required sessions, and one (1) elective session

Required Workshop
(RI-R)

*Introduction to Research Integrity _____

Required Sessions Categories
Must take seven (7) sessions total, no more than two per category
(RI-R)

I. Research Integrity General (RI-I)

M104: Compliance Red Light Green Light _____
Monday, April 25 | 9:30 – 10:30 AM
Room: Cameron

M403: Coming Soon: NIH Data Management and Sharing Policy _____
Monday, April 25 | 3:00 – 4:00 PM
Room: Curtis

T404: RCR for Research Administrators
Tuesday, April 26 | 3:30 – 4:30 PM _____
Room: Cameron

II. Research Protections and Compliance Review Boards (RI-II)

M404: What Exactly Is Conflict of Commitment (COC)?
Monday, April 25 | 3:00 – 4:00 PM _____
Room: Cameron

T104: Understanding and Managing Institutional Conflicts of Interest
Tuesday, April 26 | 9:30 – 10:30 AM _____
Room: Cameron

T204: Dealing with Bayhl-Dole Act in International Transactions - A Case Study
Tuesday, April 26 | 11:00 AM – 12:00 PM _____
Room: Cameron

W203: Building Trust: Working with Single IRB Requirements and Researchers at Other Institutions _____
Wednesday, April 27 | 10:45 – 11:45 AM
Room: Cameron

III. Foreign Influence (RI-III)

W104: Updates on Improper Influence Compliance _____
Wednesday, April 27 | 9:30 – 10:30 AM
Room: Cameron

IV. Research Misconduct (RI-IV)

T302: Dealing with Crises such as Research Misconduct at Your Institution _____
Tuesday, April 26 | 2:00 – 3:00 PM
Room: Hanson

*Required Session/Workshop not available at the 2022 SRA International WE/MW Section Meeting

Name: _____ Institution: _____ Email: _____

V. Research Security (RI-V)

_____ _____

VI. Safety (RI-VI)

_____ _____

VII. Export Control (RI-VII)

_____ _____

VIII. Researcher Issues (RI-VIII)

M204: Authorship and Responsible Publication Practices (AaRPP) _____
Monday, April 25 | 11:00 AM – 12:00 PM
Room: Cameron

M403: Coming Soon: NIH Data Management and Sharing Policy _____
Monday, April 25 | 9:30 – 10:30 AM
Room: Curtis

T404: RCR for Research Administrators
Tuesday, April 26 | 3:30 – 4:30 PM _____
Room: Cameron

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.

_____ _____

_____ _____

*Required Session/Workshop not available at the 2022 SRA International WE/MW Section Meeting

Name: _____ Institution: _____Email: _____

Research Law

One (1) full-day workshop and six (6) concurrent sessions from the list below (must take five (5) sessions from the required categories, no more than one (1) per category may count as required; one (1) elective from any category)

Required Workshop
(RL-R)

*Introduction to Research Law _____

Required Sessions Categories
Must take a total of six (6) sessions.
Five (5) required sessions from the required categories; and one (1) elective from any category.

I. Intellectual Property (RL-I)

M304: Copyright and Data _____
Monday, April 25 | 1:30 – 2:30 PM
Room: Cameron

T204: Dealing with Bayhl-Dole Act in International Transactions - A Case Study _____
Tuesday, April 26 | 11:00 AM – 12:00 PM
Room: Cameron

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)

_____ _____

*Required Session/Workshop not available at the 2022 SRA International WE/MW Section Meeting

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.

_____ _____

_____ _____

*Required Session/Workshop not available at the 2022 SRA International WE/MW Section Meeting