

Basics of Research Administration

The SRAI Basics of Research Administration program is a robust, well-developed online program that utilizes SRAI's LevelUp modules as curriculum. This program is intended primarily for research administrators with less than 2 years' experience who are involved in any area of research administration. The program is targeted specifically at new personnel in positions such as pre-award coordinators, departmental administrators, post-award coordinators, compliance coordinators, grant accountants, and others with newly acquired responsibilities who need to understand the broad spectrum of research administration.

The program is presented over a six-week period. Participants will self-train at their own pace utilizing the micro-credentialing modules and will participate in six, 90-minute online cohort sessions during which they will discuss key elements and review course concepts. Participants will have access to the following SRAI LevelUp Micro-credentialing modules:

- Relationships, Roles and Responsibilities in Research Administration
- Principles in Pre-Award Administration
- Principles of Award Negotiation and Set-Up
- The Research Compliance Framework
- Principles of Post-Award Financial Research Administration

Instructors will lead online discussions, using previously developed materials, presenting key concepts and leading the cohort through selected case studies or other targeted conversations. They serve as subject matter experts in all areas of research administration, focusing on high-level overviews of each area.

Minimum Instructor Criteria

- Minimum 15 years of experience in the research administration and management field working in a sponsored programs office. At least 5 years in a director or Supervisory role.
- Previous speaking experience required, with a preference in virtual and/or workshop courses.
- Subject Matter Expertise in the module areas with the ability to cover all five modules.

- Letter of support from the nominee's supervisor.
- Ability to provide real-world examples and practical insights.
- Willingness to collaborate and cooperate with other instructors (usually there are two co-speakers for each cohort).
- Genuine passion for education and mentoring individuals in the field of research administration.