



Pre-Award Fundamentals Training Intensive

Instructor Criteria

OVERVIEW

The field of research administration is expansive with professionals in grant writing, budget development, contracts, compliance, financial management, clinical trials, etc. With almost any skillset, you can find a niche in research administration. In this intensive training program, we will focus on the foundations of pre-award research administration. The pre-award aspect of our discipline is the launching point of any research program, so your role is vital to the research portfolio of your institution.

This session is intended for those just stepping into a pre-award position whether as a newcomer to the field of research administration or those changing focus within research administration. We also encourage research administrators in other areas of the discipline to attend because this course will provide a system-wide perspective on the research enterprise. Research faculty may also benefit from these workshops in understanding differing aspects of the pre-award processes.

This 12-hour training program is designed to help research administrators take the first steps in understanding Pre-Award. The program will cover organizational structures and funding sources. Participants will have the opportunity to explore proposal and budget development as well as submission processes and award acceptance actions.

Topics Include:

- Understanding Institutional Structures and Timelines
- Funding Development
- Proposal Development
- Budget Development
- The Submission Process
- Next Steps after Submission

Instructors will lead the online discussions, presenting key concepts and leading the cohort through selected case studies or other targeted conversations.

Minimum Instructor Criteria

- Minimum 8-10 years of experience in pre-award.

- Extensive virtual speaking experience with strong audience engagement skills.
- Experience in creating and developing content/curriculum in training environment.
- Letter of support from the nominee's supervisor.
- Willingness to collaborate and cooperate with other instructors, CRA or CPRA desired (there are typically four speakers for this 12-hour intensive).

Time Commitment

When serving as an instructor of a cohort, plan to commit to the following:

- 2 hours of instruction time per each live online meeting.
- 3-6 hours preparing for the meeting (i.e., plan with other instructor, practice meeting logistics, improve instructional design to personalize your meeting).
- 1-2 hours updating material, and creating new content
- 0.5 hours facilitating discussions in Connect.