

### **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.

### **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 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: \_\_\_\_\_

## 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)

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

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

W104: Keeping Up with ClinicalTrials.gov: A Systematic Approach in Maintaining Compliance

Wednesday, May 8 | 9:30 AM – 10:30 AM

Room: Ballroom GH

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W203: Ensuring Success: Clinical Research Feasibility at Your Site

Wednesday, May 8 | 11:00 AM – 12:00 PM

Room: Ballroom EF

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*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.*

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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 Workshop \_\_\_\_\_

### Required Sessions

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

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

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*II. \*Internal Controls (FM- II)*

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

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

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*V. \*Sub-recipient Monitoring (FM- V)*

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

W302: Subrecipient Monitoring-The Basics \_\_\_\_\_

Wednesday, May 8 | 1:30 PM – 2:30 PM

Room: Ballroom GH

W402: Raising the Flags: Using Monthly Reports to Identify Expenses Needing  
Additional Review \_\_\_\_\_

Wednesday, May 8 | 3:00 PM – 4:00 PM

Room: Ballroom B

T102: Service Centers – Building Internal Controls \_\_\_\_\_

Thursday, May 9 | 9:30 AM – 10:30 AM

Room: Ballroom B

*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)

WS5: Basics of Research Administration  
Tuesday, May 7 | 9:00 AM – 5:00 PM  
Room: Ballroom D

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

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

W403: Pre-Award Preparation for Post-Award Success  
Wednesday, May 8 | 3:00 PM – 4:00 PM  
Room: Ballroom EF

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

T402: Conquering Contracts - A Guide to Agreement Review and Negotiation  
Thursday, May 9 | 3:00 PM – 4:00 PM  
Room: Ballroom EF

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#### ***III. Regulatory Compliance (IRAM-III)***

T304: Research and Collaboration Strained through the Sieve of Export Controls  
and Foreign Influence  
Thursday, May 9 | 1:30 PM – 2:30 PM  
Room: Ballroom GH

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#### ***IV. Financial Management and Compliance (IRAM- IV)***

W302: Subrecipient Monitoring-The Basics  
Wednesday, May 8 | 1:30 PM – 2:30 PM  
Room: Ballroom GH

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

W303: Subawards Basics “What is a Subaward vs. a Vendor?”  
Wednesday, May 8 | 1:30 PM – 2:30 PM  
Room: Ballroom EF

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W304: NSF Update  
Wednesday, May 8 | 1:30 PM – 2:30 PM  
Room: Ballroom B

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**Name:** \_\_\_\_\_ **Institution:** \_\_\_\_\_ **Email:** \_\_\_\_\_

W402: Raising the Flags: Using Monthly Reports to Identify Expenses Needing  
Additional Review

Wednesday, May 8 | 3:00 PM – 4:00 PM

Room: Ballroom B

T102: Service Centers - Building Internal Controls

Thursday, May 9 | 9:30 AM – 10:30 AM

Room: Ballroom B

T104: NIH Update

Thursday, May 9 | 9:30 AM – 10:30 AM

Room: Ballroom GH

T201: artificial Intelligence (AI) Impact on Research administration and DEI

Thursday, May 9 | 11:00 AM – 12:00 PM

Room: Ballroom A

T203: Finding Funding Opportunities

Thursday, May 9 | 11:00 AM – 12:00 PM

Room Ballroom EF

T401: All About Other Transactions Authority at NIH

Thursday, May 9 | 3:00 PM – 4:00 PM

Room: Ballroom GH

T403: Data Use Language in DUAs and Contracts: Why is it Necessary, and Does it  
Apply to my Research?

Thursday, May 9 | 3:00 PM – 4:00 PM

Room: Ballroom

F104: Cybersecurity Maturity Model Certification (CMMC) 2.0

Friday, May 10 | 9:30 AM – 10:30 AM

Room: Ballroom B

F202: Top 10 Challenging Areas in Post Award

Friday, May 10 | 10:45 AM – 11:45 AM

Room: Ballroom GH

*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 Workshop \_\_\_\_\_

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

#### ***I. Conflict Management (LD- I)***

WS1: Speaking with a Brick Wall -How to Effectively Deal with Problematic Personnel  
Tuesday, May 7 | 1:30 PM – 5:00 PM  
Room: Ballroom A \_\_\_\_\_

W301: Achieving Compliance through Compassion: An Innovative Cognitively Based  
Shift in Research Administration  
Wednesday, May 8 | 1:30 PM – 2:30 PM  
Room: Ballroom A \_\_\_\_\_

#### ***II. \*Change Management (LD- II)***

#### ***III. \*Metrics (LD- III)***

#### ***IV. Communication (LD- IV)***

W102: How do Directors Coordinate the Mission of Executive Management with  
the Goals of a Researcher?  
Wednesday, May 8 | 9:30 AM – 10:30 AM  
Room: Ballroom D \_\_\_\_\_

#### ***V. Diversity in the Workplace (LD-V)***

T201: Artificial Intelligence (AI) Impact on Research Administration and DEI  
Thursday, May 9 | 11:00 AM – 12:00 PM  
Room: Ballroom A \_\_\_\_\_

#### ***VI. Delegation (LD-VI)***

T301: What Does it Mean to be a Director in your Organization?  
Thursday, May 9 | 1:30 PM – 2:30 PM  
Room: Ballroom D \_\_\_\_\_

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

W101: Giving Credit: Recognizing RA as a Career Field and Profession  
Wednesday, May 8 | 9:30 AM – 10:30 AM.  
Room: Ballroom A \_\_\_\_\_

\*Required Session/Workshop not available at the 2024 SRAI Southern/Northeast Section Meeting

Name: \_\_\_\_\_ Institution: \_\_\_\_\_ Email: \_\_\_\_\_

T205: What Challenges do you Experience as a Director? \_\_\_\_\_  
Thursday, May 9 | 11:00 AM – 12:00 PM  
Room: Ballroom D

T404: What Opportunities are Available for Career Development? \_\_\_\_\_  
Thursday, May 9 | 3:00 PM – 4:00 PM  
Room: Ballroom D

F204: What are the Career Paths that Lead to a Director’s Position? \_\_\_\_\_  
Friday, May 10 | 10:45 AM – 11:45 AM  
Room: Ballroom EF

*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.*

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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)

WS6: NIH Fundamentals  
Tuesday, May 7 | 9:00 AM – 5:00 PM  
Room: Ballroom B

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

#### ***I. Pre-Award (NIH-I)***

F103: Budget Forms: Turned Down for What  
Friday, May 10 | 9:30 AM – 10:30 AM  
Room: Ballroom D

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#### ***II. Post-Award (NIH-II)***

T202: Post-Award: All Things Prior Approval at NIH  
Thursday, May 9 | 11:00 AM – 12:00 PM  
Room: Ballroom GH

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#### ***III. Compliance (NIH-III)***

W104: Keeping Up with ClinicalTrials.gov: A Systematic Approach in Maintaining Compliance  
Wednesday, May 8 | 9:30 AM – 10:30 AM  
Room: Ballroom GH

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W302: Subrecipient Monitoring-The Basics  
Wednesday, May 8 | 1:30 PM – 2:30 PM  
Room: Ballroom GH

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

T104: NIH Update  
Thursday, May 9 | 9:30 AM – 10:30 AM  
Room: Ballroom GH

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T401: All About Other Transactions Authority at NIH  
Thursday, May 9 | 3:00 PM – 4:00 PM  
Room: Ballroom GH

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**Name:** \_\_\_\_\_ **Institution:** \_\_\_\_\_ **Email:** \_\_\_\_\_

F203: NIA Funding has Changed, Understand how to Assist Your Institution

Receive Funding

Friday, May 10 | 10:45 AM – 11:45 PM

Room: Ballroom B

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*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.*

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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 \_\_\_\_\_

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

#### ***I. Leadership Development (PRAM-I)***

W301: Achieving Compliance through Compassion: An Innovative Cognitively-Based  
Shift in Research Administration \_\_\_\_\_

Wednesday, May 8 | 1:30 PM – 2:30 PM

Room: Ballroom A

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

W202: Managing Today's Post Award Office \_\_\_\_\_

Wednesday, May 8 | 11:00 AM – 12:00 PM

Room: Ballroom GH

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

W404: Us vs. Them: Synergistic Strategies for Enhancing Faculty-Research \_\_\_\_\_

Wednesday, May 8 | 3:00 PM – 4:00 PM

Room: Ballroom GH

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

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#### ***V. Integrity & Stewardship (PRAM-V)***

W204: Establishing your Research Security Program \_\_\_\_\_

Wednesday, May 8 | 11:00 AM – 12:00 PM

Room: Ballroom B

### Elective Sessions Must Take Three (3) from Any Category Under the PRAM Session List above (PRAM-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.*

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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)

WS3: Building a Basic Grant Budget  
Tuesday, May 7 | 9:00 AM – 12:30 PM  
Room: Ballroom EF

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WS4: Proposal Management Process  
Tuesday, May 7 | 1:30 PM – 5:00 PM  
Room: Ballroom EF

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

##### ***I. eRA Tools and Systems (PA- I)***

W103: It's a New ERA in Research Administration  
Wednesday, May 8 | 9:30 AM – 10:30 AM  
Room: Ballroom EF

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##### ***II. Finding Funding Opportunities (PA- II)***

T203: Finding Funding Opportunities  
Thursday, May 9 | 11:00 AM – 12:00 PM  
Room: Ballroom EF

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

W403: Pre-Award Preparation for Post-Award Success  
Wednesday, May 8 | 3:00 PM – 4:00 PM  
Room: Ballroom EF

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##### ***IV. Award Review and Acceptance (PA- IV)***

T303: What Type of Agreement is this? What Should I do with it?  
Thursday May 9 | 1:30 PM – 2:30 PM  
Room: Ballroom EF

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

W203: Ensuring Success: Clinical Research Feasibility at Your Site  
Wednesday, May 8 | 9:30 AM – 10:30 AM  
Room: Ballroom EF

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**Name:** \_\_\_\_\_ **Institution:** \_\_\_\_\_ **Email:** \_\_\_\_\_

W304: NSF Update

Wednesday, May 8 | 1:30 PM – 2:30 PM

Room: *Ballroom B*

T103: Moving an Idea Forward to the Research Funding Stage: Lessons Learned on

Proposal Development and Scoring

Thursday, May 9 | 9:30 AM – 10:30 AM

Room: *Ballroom A*

*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.*

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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)**

### Required Sessions

**Must Take One (1) Session from Each Category  
(RD-R)**

#### ***I. Proposal Development: Overview and Proposal Components (RD- I)***

WS4: Proposal Management Process

Tuesday, May 7 | 1:30 PM – 5:00 PM

Room: Ballroom EF

T203: Finding Funding Opportunities

Thursday, May 9 | 11:00 AM – 12:00 PM

Room: Ballroom EF

T401: All About Other Transactions Authority at NIH

Thursday, May 9 | 3:00 PM – 4:00 PM

Room: Ballroom EF

#### ***II. Developing Investigator Capacity (RD – II)***

WS4: Proposal Management Process

Tuesday, May 7 | 1:30 PM – 5:00 PM

Room: Ballroom EF

#### ***III. \*Collaborative and Large-Scale Projects (RD-III)***

#### ***IV. \*Research Development Management and Infrastructure (RD- IV)***

### Elective Sessions

**Must Take Three (3)  
(RD-E)**

F101: What is Research Development and am I Already Doing This?

Friday, May 10 | 9:30 AM – 10:30 AM

Room: Ballroom GH

**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.*

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Name: \_\_\_\_\_ Institution: \_\_\_\_\_ Email: \_\_\_\_\_

### Research 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 (RI-R)

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

##### ***I. Research Integrity General (RI-I)***

W104: Keeping Up with ClinicalTrials.gov: A Systematic Approach in Maintaining Compliance

Wednesday, May 8 | 9:30 AM – 10:30 AM

Room: Ballroom GH

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

##### ***III. \*Foreign Influence (RI-III)***

##### ***IV. Research Misconduct (RI-IV)***

##### ***V. Research Security (RI-V)***

W204: Establishing your Research Security Program

Wednesday, May 8 | 11:00 AM – 12:00 PM

Room: Ballroom B

F104: Cybersecurity Maturity Model Certification (CMMC) 2.0

Friday, May 10 | 9:30 AM – 10:30 AM

Room: Ballroom B

##### ***VI. Safety (RI-VI)***

##### ***VII. Export Control (RI-VII)***

T304: Research and Collaboration Strained through the Sieve of Export Controls and Foreign Influence

Thursday, May 9 | 1:30 PM – 2:30 PM

Room: Ballroom GH

##### ***VIII. Researcher Issues (RI-VIII)***



Name: \_\_\_\_\_ Institution: \_\_\_\_\_ Email: \_\_\_\_\_

**Elective Sessions**  
**Must Take One (1) from Any Category Above**  
**(RI-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.*

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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 (RL-R)

\*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)*

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

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

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

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

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#### *VI. \*Evolving/Hot Topics (RL-VI)*

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*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.*

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