Getting Started in Research Administration Training Opportunities and Online Resources

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Introduction

Welcome to Research Administration at Virginia Commonwealth University! Please take advantage of the many training opportunities and online resources offered by the *Office of Sponsored Programs* and *Grants & Contracts Accounting* designed to acclimate those new to research administration. Questions, comments, and suggestions should be directed to Cathy Short, Training Manager (cfshort@vcu.edu).

Online Training

There are several online training opportunities pertaining to various topics in Research Administration. Some of the courses are available in Blackboard; where as others are located on the Sponsored Programs website. These opportunities are self-paced and available to be taken online at any time.

Mandatory Training for Investigators and Administrators

Course Description:
A mandatory course for all Principal Investigators (PIs) and VCU staff who are involved in sponsored projects or manage funds in sponsored project accounts. Investigator Training consists of two modules (Managing Your Project and ECRT Training for Investigators) and two tests (scoring 80% or higher is considered passing). Administrator Training contains a third module expanding on topics in ECRT (Effort Reporting) management relevant to Research Administrators.

Further details can be found on the Sponsored Programs website (http://www.research.vcu.edu/osp/rams-spot.htm).

Location:
Blackboard (self-enroll)

RAMS-SPOT Proposal Entry System Training Tutorials

Course Description:
Introductory and step by step video guides to various topics and processes relevant when using RAMS-SPOT, the Office of Research and Innovation's proposal development and management system.

Location:
Sponsored Programs website (http://www.research.vcu.edu/osp/rams-spot.htm)

RAMS-SPOT Proposal Entry System Get Started Guides

Course Description:
Printable guides on various topics and processes relevant when using RAMS-SPOT, the Office of Research and Innovation's proposal development and management system.

Location:
Sponsored Programs website (http://www.research.vcu.edu/osp/rams-spot.htm)

Banner Online Training

Course Title:
PAA001: Banner Basic Navigation & System/Data Security

Course Description:
An introduction to the Banner system as used at VCU. This course gives an idea of how to navigate through the VCU Banner system. It also provides VCU's System/Data Security policies and procedures. Please note that this course is a requirement to obtain Banner Finance Access.

Location:
Blackboard (self-enroll)

Effort Reporting (ECRT) Online Training

Mandatory Training for Investigators and Administrators

Course Description:
A mandatory course for all Principal Investigators (PIs) and VCU staff who are involved in sponsored projects or manage funds in sponsored project accounts. Investigator Training consists of two modules (Managing Your Project and ECRT Training for Investigators) and two tests (scoring 80% or higher is considered passing). Administrator Training contains a third module expanding on topics in ECRT (Effort Reporting) management relevant to Research Administrators.

Additionally, administrators that are requesting primary or secondary access to the Effort Reporting system (ECRT) will first complete the required training and then submit an ECRT Access Request.

Further details can be found on the University's Controller's Office website (http://www.controller.vcu.edu/grants/effortblackboard.html)

Location:
Blackboard (self-enroll)

NCURA DVD Library

NCURA Instructional DVD Library
This library includes DVD's on various topics in Research Administration. DVD material is designed for those involved in all aspects of grants management. The library includes a wide range of informative topics that are useful to a diverse audience including Research Administrators, Fiscal Administrators, Principal Investigators, etc. See the Sponsored Programs website for checkout instructions (https://www.vcu.edu/research/osp/car_instructional_library.htm).

Subscribe to Listserve & the Fiscal Administrator's Newsletter

RES-ADM Listserve:
Sponsored Programs uses the RES-ADM Listserve as a means of getting information to the research community. Examples include: special program announcements, sponsor-issued changes, and training opportunities. See the Sponsored Programs website for subscription instructions (http://www.vcu.edu/cgi-bin/listsub?res-adm).

Fiscal Administrator's Newsletter:
In addition to using the RES-ADM Listserve, Grants and Contracts Accounting uses the monthly Fiscal Administrator's Newsletter as a means of getting information to the research administrative and fiscal administrative community. Contact the Office of Procurement for subscription instructions.

Training Classes

Training classes on various topics in Research Administration are offered on a regular basis by the Office of Research, the Office of Sponsored Programs, and the Office of Grants and Contracts Management.

Grants & Contracts Accounting Training

Course Description:
Monthly sessions are designed for employees with less than one year experience working with sponsored agreements. The session provides those who are new to grant administration an overview of Grants & Contracts policies and procedures and commonly used Banner forms.

Pre-requisite: Prior to taking *Grants Accounting Training*, attendees must take the on-line Blackboard course (PAA001) *Banner Basic Navigation & System/Data Security* (required for Banner access). Attendees may self-enroll for the course. The course consists of two presentations (Part 1: Banner Forms and Part 2: Functionality of Forms) and a quiz.

Location:
Grants and Contracts Accounting Conference Room, Biotech One, MCV Campus

Class Schedule (2015):
- o February *(Register via VCU Training:* https://training.vcu.edu/course_detail.asp?ID=13589*)*
- o March (*Register via VCU Training:* https://training.vcu.edu/course_detail.asp?ID=13590)
- o April (*Register via VCU Training:* https://training.vcu.edu/course_detail.asp?ID=13591)
- o May (*Register via VCU Training:* https://training.vcu.edu/course_detail.asp?ID=13592)
- o August (*Register via VCU Training:* https://training.vcu.edu/course_detail.asp?ID=13587)
- o September (*Register via VCU Training:* https://training.vcu.edu/course_detail.asp?ID=13593)
- o October (*Register via VCU Training:* https://training.vcu.edu/course_detail.asp?ID=13588)
- o November (*Register via VCU Training:* https://training.vcu.edu/course_detail.asp?ID=13594)

Effort Reporting (ECRT) Classes

Effort Reporting (Basic)

Course Description:
This session is designed for staff and effort coordinators with less than one year experience working with effort and/or ECRT or those who would like to revisit general effort topics. The session provides an overview of effort reporting, ECRT, and compliance.

Location:
Various (see VCU Training for further information).

Class Schedule (2015):
- o March – Effort Reporting (Basic) - (https://training.vcu.edu/course_detail.asp?ID=13726)
- o August – Effort Reporting (Basic) - (https://training.vcu.edu/course_detail.asp?ID=13727)

Effort Reporting (Intermediate)

Course Description:
This session is designed for effort coordinators with more than one year experience working with effort and/or ECRT. The session provides a more detailed view of effort reporting, ECRT, and compliance.

Location:
Various (see VCU Training for further information).

Class Schedule (2015):
- o April – Effort Reporting (Intermediate) - (https://training.vcu.edu/course_detail.asp?ID=13728)
- o October – Effort Reporting (Intermediate) - (https://training.vcu.edu/course_detail.asp?ID=13729

Sponsored Projects Administration Certification Program

Course Description:
The Sponsored Projects Administration Certification Program combines online materials presented through Blackboard with five (5) live sessions that focus on review and application of concepts. The course serves as a means for training research administrators in the fundamentals of sponsored projects administration.

Location:
 Ball Conference Room, Biotech One, MCV Campus

Class Schedule (2015):
September – December (Session Dates TBD)

Additional Training Opportunities

Additional training classes on various topics in Research Administration are offered by the Office of Research, Office of Sponsored Programs, and Grants and Contracts Accounting on a regular basis (for example: Technology Transfer, Export Control, and Research Compliance). To receive announcements about upcoming training sessions, subscribe to the RES-ADM List Serve (http://www.research.vcu.edu/osp/res-adm.htm).

Small group training for RAMS-SPOT, the Office of Research and Innovation's proposal development and management system, is also available upon request.

Please contact Cathy Short, Training Manager, (cfshort@vcu.edu) with any training needs, ideas, or suggestions.

Research Administration and Compliance (RACM) Meetings

Research Administration and Compliance Meetings (RACM) are held at least quarterly. All individuals involved or interested in research administration and compliance are welcome to attend. To ensure receipt of meeting reminders and advance agendas, please join the RES-ADM List Serve (http://www.research.vcu.edu/osp/res-adm.htm).

RACM Meetings 2015 (1 – 3 p.m., Larrick Hall, Court End A)
- August 26th, 2015
- October 28th, 2015

Research Websites & Links:

Pre-Award:
Office of Sponsored Programs (OSP) website:
http://www.research.vcu.edu/osp/index.htm
OSP Teams by School:
http://www.research.vcu.edu/osp/teamlisting-school.pdf
OSP Teams by Department:
http://www.research.vcu.edu/osp/teamlisting.pdf

Post-Award:
Controller's Website:
http://www.controller.vcu.edu/
Grants & Contracts & Effort Reporting:
http://www.controller.vcu.edu/grants/grants.htm
Effort Reporting:
http://www.controller.vcu.edu/grants/effort.htm
Fiscal Handbook:
http://www.controller.vcu.edu/handbook/

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