

Getting Started in Research Administration 2017 Training Opportunities and Online Resources

Contents

Introduction	2
Online Training.....	2
Mandatory Sponsored Project and Effort Reporting Training.....	2
Administrator Sponsored Project and Effort Reporting Training (Coming Soon!).....	2
RAMS-SPOT Proposal Entry System Training Tutorials.....	3
RAMS-SPOT Proposal Entry System Get Started Guides	3
Grants & Contracts Accounting Internal Training Wiki (Coming Soon!)	3
Banner Online Training	3
Effort Reporting (ECRT) Online Training	4
NCURA DVD Library.....	4
NCURA Webinars	4
Subscribe to Listserve & the Fiscal Administrator’s Newsletter	4
Training Classes.....	5
Grants & Contracts Accounting Training	5
Effort Reporting (ECRT) Classes	5
Effort Reporting (Basic).....	5
Effort Reporting (Intermediate).....	6
Sponsored Projects Administration Certification Program (Currently Being Redesigned!)	6
Additional Training Opportunities	6
Research Administration and Compliance (RACM) Meetings	7
Research Websites & Links:	7

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; whereas, others are located on the Sponsored Programs or Grants & Contracts Accounting web pages. These opportunities are self-paced and available to be taken online at any time.

Mandatory Sponsored Project and Effort Reporting Training

Course Description:

A mandatory course for all Principal Investigators (PIs) and recommended for Co-investigators on sponsored projects. The purpose of the training is to increase awareness and accountability of sponsored project compliance and effort certification and to reduce risk to the University. New regulations and requirements are addressed in the updated training which was released August 2016. As this is a required training, awards or award modifications may be held pending the training completion.

The training consists of two modules (Managing Your Project and ECRT Training for Investigators). The module materials are available in three formats (video/audio recording, power point presentation, and .pdf). After reviewing the course modules, two associated exams must be completed. (Scoring 80% or higher on each is passing). Further details can be found on the Sponsored Programs training website: (<http://www.research.vcu.edu/osp/training.htm>).

Location:

Blackboard (self-enroll). (Instructions for self-enrollment in the course can also be found on the Sponsored Programs training website: http://www.research.vcu.edu/osp/mandatory_sponsored_project_effort_reporting_training.pdf)

Administrator Sponsored Project and Effort Reporting Training (Coming Soon!)

Course Description:

A mandatory course for all VCU staff who work on sponsored projects or who manage funds on sponsored projects. The purpose of the training is to increase awareness and accountability of sponsored project compliance and effort certification and to reduce risk to the University. New regulations and requirements are addressed in the updated training which was released August 2016.

The training consists of three modules (Managing Your Project, ECRT Training for Administrators, and ECRT – Compliance Training for Administrators). The module materials are available in three formats (video/audio recording, power point presentation, and .pdf). After reviewing the course modules, three associated exams must be completed. (Scoring 80% or higher on each is passing).

Further details (**coming soon!**) can be found on the Sponsored Programs training website (<http://www.research.vcu.edu/osp/training.htm>).

Location:

Blackboard (self-enroll). (Instructions for self-enrollment in the course can also be found on the Sponsored Programs training website: (**coming soon!**))

RAMS-SPOT Proposal Entry System Training Tutorials

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

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>)

Grants & Contracts Accounting Internal Training Wiki (Coming Soon!)

Description:

The Grants & Contracts Accounting Wiki is designed to be a training hub for learning opportunities and resources relevant to those working in Grants & Contracts Accounting and Effort Reporting. Topics include: training schedules, work flow diagrams, policies, communications, and additional resources applicable to post award policies, procedures, and processes.

Location:

(Coming Soon!)

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

Administrator Sponsored Project and Effort Reporting Training

Course Description:

A mandatory course for all VCU staff who are involved in sponsored projects or manage funds in sponsored project accounts. Administrator Training consists of three modules (Managing Your Project, ECRT Training for Administrators, and ECRT – Compliance Training for Administrators) and three tests (scoring 80% or higher is considered passing).

Additionally, administrators requesting primary or secondary access to the Effort Reporting system (ECRT) first must complete this required training and then submit an ECRT Access Request form

(<http://www.controller.vcu.edu/pdf/ECRTAccessRequestForm.pdf>).

Location:

Blackboard (request enrollment). Email Cathy Short, Training Manager, (cfshort@vcu.edu) or Effort Reporting (effortreport@vcu.edu) to be enrolled in the course.

NCURA 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).

NCURA Webinars

Several NCURA Webinars will be made available for viewing in groups through a joint effort by the Office of Research, the Office of Sponsored Programs, Grants & Contracts Accounting, and VCU's School of Social Work. Topics include: Proposal Development, Research Terms and Conditions, and Logistics/Compliance Considerations. Check [VCU Training](#) for date/time/location and extended descriptions (search = NCURA, Sponsor = Office of Research and Innovation).

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/listserv?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.

G&C Training Schedule – 2017 – Upcoming Courses		
Date	Level	Registration Link
08/17/2017	Basic	https://training.vcu.edu/course_detail.asp?ID=15548
09/21/2017	Basic	https://training.vcu.edu/course_detail.asp?ID=15549
10/19/2017	Basic	https://training.vcu.edu/course_detail.asp?ID=15550
11/16/2017	Basic	https://training.vcu.edu/course_detail.asp?ID=15551

Effort Reporting (ECRT) Classes

(**Note:** ECRT is being upgraded in the summer of 2017. While the upgrade will not significantly change established processes, various trainings will be held, and informational material will be created to ease the transition. Updates will be sent out when additional information becomes available.)

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.

Effort Reporting Training Schedule - 2017		
Date	Level	Registration Link
11/8/2017	Basic	https://training.vcu.edu/course_detail.asp?ID=15647

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.

Effort Reporting Training Schedule - 2017		
Date	Level	Registration Link
9/27/2017	Intermediate	https://training.vcu.edu/course_detail.asp?ID=15649

Sponsored Projects Administration Certification Program (Currently Being Redesigned!)

Course Description:

The certification program is currently in the process of being redesigned to allow for more accessibility to the materials throughout the year and an in depth review and consolidation of all modules. More information coming soon!

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. (Further details and syllabus located on OSP training website: <http://www.research.vcu.edu/osp/training.htm>)

Class Schedule (2017):

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 throughout the year (for example: Cost Sharing, 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>).

General RACM			
Date	Time	Campus	Room
August 16, 2017	1:30-3:00	MCV Campus	BioTech One – Ball Conference Room
November 29, 2017	1:30-3:00	MPC	University Student Commons, Richmond Salons
February 21, 2018	1:30-3:00	MCV Campus	BioTech One – Ball Conference Room
April 25, 2018	1:30-3:00	MPC	Cabell Library, Lecture Hall
Clinical RACM			
Date	Time	Campus	Room
October 11, 2017	1:30-3:00	MCV Campus	BioTech One – Ball Conference Room
January 17, 2018	1:30-3:00	MCV Campus	BioTech One – Ball Conference Room
March 21, 2018	1:30-3:00	MCV Campus	BioTech One – Ball Conference Room
May 16, 2018	1:30-3:00	MCV Campus	BioTech One – Ball Conference Room

Agendas, Handouts and Presentations (http://www.research.vcu.edu/car_racm/index.htm)

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>

Effort Reporting Schedules (Consolidated, Quarterly, Semester, Semiannual):

ECRT Consolidated (PDF)	http://www.controller.vcu.edu/grants/ECRTconsolidated.pdf
ECRT Quarterly (PDF)	http://www.controller.vcu.edu/grants/ECRTquarterly.pdf
ECRT Semester (PDF)	http://www.controller.vcu.edu/grants/ECRTsemester.pdf
ECRT Semiannual (PDF)	http://www.controller.vcu.edu/grants/ECRTsemiannual.pdf

Fiscal Handbook:

<http://www.controller.vcu.edu/handbook/>