

Getting Started in Research Administration 2021 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 (cshort@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](#).

Location:

Blackboard (self-enroll). ([Instructions for self-enrollment in the course can also be found on the Sponsored Programs training website.](#))

Administrator Sponsored Project and Effort Reporting Training

Course Description:

A course recommended 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).

(Note: This course is the required training for ECRT access. ECRT is the university's effort reporting system.)

Location:

Blackboard (self-enroll).

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 / RAMS systems training](#)

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 / RAMS systems training](#)

Grants & Contracts Accounting Internal Training Wiki

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:

Email Cathy Short (cfshort@vcu.edu) for access. The wiki is a training resource available to Grants & Contracts Accounting.

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.

Location:

Blackboard (self-enrollment). Email Cathy Short, Training Manager, (cfshort@vcu.edu) or Effort Reporting (effortreport@vcu.edu) for assistance.

Research Administration Professional Organizations – Webinars and Workshops

Webinars and workshops from various professional organizations (for example: NCURA, SRAI) are made available on a regular basis through a joint effort by the Office of Research, the Office of Sponsored Programs, and Grants & Contracts Accounting. Subscribe to the [RES-ADM listserv](#) to stay informed of current opportunities.

Subscribe to Listserv & the Fiscal Administrator's Newsletter

RES-ADM Listserv:

Sponsored Programs uses the RES-ADM Listserv as a means of getting information to the research community. Examples include: special program announcements, sponsor-issued changes, and training opportunities. [Subscription instructions can be found on the OVPRI website.](#)

Fiscal Administrator's Newsletter:

In addition to using the RES-ADM Listserv, 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.

Instructor Led Training

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

Grants & Contracts Post Award 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.

Check Talent@VCU for descriptions and current opportunities.

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.

Check Talent@VCU for descriptions and current opportunities.

Effort Reporting (Advanced)

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.

Check Talent@VCU for descriptions and current opportunities.

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!

Additional Training Opportunities

Additional classes, workshops, and forums in Research Administration are offered by the Office of Research and Innovation, Sponsored Programs, and Grants and Contracts Accounting throughout the year (for example: Cost Sharing, Export Control, and Research Compliance).

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 Back to School Meetings (RABTS)

Research Administration Back to School Meetings (RABTS) are held twice a year in January and September. All individuals involved or interested in research administration and compliance are welcome to attend. The meeting schedule as well as agendas and presentations are sent via the [RES-ADM listserv](#).

Research Websites & Links:

Pre-Award:

[Sponsored Programs – Proposals and Awards](#)

Post-Award:

[Controller's Website](#)

[Grants & Contracts & Effort Reporting:](#)

[Effort Reporting](#)

[Fiscal Handbook](#)