



# Getting Started in Research Administration 2022 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 *Division 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](mailto: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 Canvas; whereas, others are located on the Sponsored Programs or Grants & Contracts Accounting and Effort Reporting web pages. These opportunities are self-paced and available to be taken online at any time.

### Fundamentals of Research Administration e-learning (test group)

#### **Course Description:**

Fundamentals of Research Administration, a self-paced e-learning curriculum, provides an overview of key topics in sponsored projects management. The content is aimed towards individuals new to research administration or experienced individuals seeking a refresher on fundamental subject areas. Each unit focuses on a primary aspect of sponsored project administration. Learners will review content in an interactive e-learning format and complete activities and assessment questions throughout each unit.

- Unit 1: VCU Organization for Research
- Unit 2: Introduction to Pre-Award
- Unit 3: Introduction to Compliance
- Unit 4: Introduction to Federal Regulations
- Unit 5: Introduction to Award Processing
- Unit 6: Introduction to Post Award
- Unit 7: Introduction to Clinical Trials

#### **Enrollment instructions:**

Fundamentals of Research Administration is currently undergoing testing in Talent@VCU. If you are interested in joining the test group, follow the enrollment instructions below. Test group participants who complete the entire curriculum during the testing phase will receive credit for completion when the e-learning is officially launched.

1. Log in to Talent@VCU.
2. Go to the Learning menu, then Learning search.
3. Enter the course name in the search, "Fundamentals of Research Administration – Test Group".
4. Follow the prompts to request and launch the course curriculum.

## Mandatory Sponsored Project and Effort Reporting Training for Principal Investigators

### **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 Effort Reporting and ECC for Investigators). 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:**

Canvas self-enroll instructions:

- 1) This [PI training self-enroll invitation link](#) will step you through enrolling and accessing the course, or
- 2) Email Cathy Short (Training Manager, DSP/G&C, [cfshort@vcu.edu](mailto:cfshort@vcu.edu)) to receive a self-enroll link, or
- 3) Navigate to courses from your Canvas dashboard. Select “All Courses” and “Browse More Courses”. Search on the course name. Click “Join this Course” and then “Enroll in Course”.

## Effort Reporting 101: Effort coordinator training

### **Course Description:**

This basic level self-paced e-learning course provides an overview of Effort and the Hybrid Model. The responsibilities of the Effort Coordinator and the Principal Investigator are covered as well as the certification schedule, compliance considerations, and system navigation. This course is required for research administrators requesting primary or secondary access to the Effort Reporting system (ECC) but is open to all and offers an excellent introduction for anyone new to effort or as a refresher for those with more experience.

### **Location:**

- 1) This [Effort Reporting 101 training self-enroll invitation link](#) will step you through enrolling and accessing the course, or
- 2) Email Cathy Short (Training Manager, DSP/G&C, [cfshort@vcu.edu](mailto:cfshort@vcu.edu)) to receive a self-enroll link, or
- 3) Navigate to courses from your Canvas dashboard. Select “All Courses” and “Browse More Courses”. Search on the course name. Click “Join this Course” and then “Enroll in Course”.

## 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:**

[OVPRI – 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](mailto:cfshort@vcu.edu)) for access. The wiki is a training resource available to Grants & Contracts Accounting.

## Banner Online Training

**Course Title:**

Banner Basic Navigation and 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:**

[Talent@VCU](#) (self-enroll)

## 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 of 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 are encouraged to take the on-line Canvas 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](mailto:Talent@VCU) for descriptions and current opportunities.

### Effort Reporting (ECC) Classes

#### Effort Reporting (Basic)

**Course Description:**

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

Check [Talent@VCU](mailto:Talent@VCU) for descriptions and current opportunities.

#### Effort Reporting (Advanced)

**Course Description:**

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

Check [Talent@VCU](mailto:Talent@VCU) for descriptions and current opportunities.

## 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](mailto: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](#). (Video recordings and slides are available in the [RABTS meeting archive](#).)

## Research Websites & Links:

### **Pre-Award:**

[Sponsored Programs – Proposals and Awards](#)

### **Post-Award:**

[Controller's Website](#)

### **Grants & Contracts & Effort Reporting:**

[Effort Reporting](#)

[Fiscal Handbook](#)