

RESEARCH ADMINISTRATION @ EMORY (RAE) CERTIFICATE PROGRAM

RAE is a comprehensive training certificate program designed to provide onboarding and orientation to the lifecycle of research administration. RAE Basic Certification Training is appropriate for onboarding new research administrative staff and providing upskilling or refresher training for current research administrative staff. RAE also offers Intermediate and Advance certifications for experienced research administrative staff.

Basic Certification Training

Basic certification training is designed for new Emory pre- and/or post-award research administration staff, regardless of prior research experience.

Basic certification training consists of three (3) self-paced courses followed by three (3) days of instructor-led courses. To ensure successful onboarding, managers should provide new hires with two protected weeks to complete required self-paced courses before commencing instructor-led training. Participants must complete all 3 self-paced courses and must attend all instructor-led courses to earn the basic certificate.

Self-paced Core Courses

The 3 self-paced core courses focus on the foundations of research administration, the federal framework, laws, regulations, guidelines, terms and conditions, and “why” policies and procedures must be followed. These courses are available on demand on any internet-enabled device. Participants must score 75% or higher in each required course to enroll in the instructor-led courses.

To obtain access to the self-paced courses, participants must complete the RAE Kickoff course in Brainer. Access is provided to the RAE Kickoff course via email after the manager has successfully registered the employee in Brainer for a RAE Cohort.

Self-paced Core Courses

1. Relationships, Roles, and Responsibilities in Research Administration
2. Principles in Pre-Award Research Administration
3. Principles of Post-Award Non-Financial Research Administration

Instructor-led Basic Courses

Following the successful completion of the self-paced courses, participants are enrolled into Instructor-led basic courses. Instructor-led courses are held every other month via Zoom.

Instructor-led core courses focus on university-specific policies, procedures, and systems and “how” tasks and transactions are handled at Emory.

1. RAE Day One, Emory pre-award policies, procedures and systems
2. RAE Day Two, Emory post-award policies, procedures and systems
3. RAE Day Three, Emory financials, reporting, and compliance

Elective Courses

In addition to the basic, core courses, Emory has made available additional elective self-paced courses. Hiring managers can assign additional electives to new hires based on their prior experience and training needs. Staff also have the option to self-enroll in additional courses to continue their professional development after the conclusion of RAE.