Research Administration at Emory (RAE) Program & Registration Overview

Research Administration at Emory (RAE)

RAE is a comprehensive training certificate program designed to provide orientation to Emory's Office of Research Administration (ORA) **for new employees and to provide grant lifecycle upskilling or refresher training for current ORA staff**. RAE is required for ORA staff working directly in the grant lifecycle and highly recommended for staff who work tangential to research administration. Managers should allocate a two-week protected period for new hires to complete the RAE Program. This dedicated time allows for focused learning and ensures that new employees are equipped with the necessary knowledge and skills to effectively contribute to the research administration team.

https://sot.emory.edu/research-training/rae.html

RAE Program Contact

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Required RAE Components:

Basic Certification training is designed for RAS research administration staff new to ORA or the research administration community of practice. **Basic certification training consists of (5) self-paced, core courses followed by three days of instructor-led courses.**

I. SRAi Learning Core & Elective Courses (self-paced)

Self-paced Core Courses

Self-paced core courses (**Appendix A**) 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% in required courses to earn a certificate. To obtain access to the self-paced core courses, participants must complete the RAE Kickoff course in Brainier.

Elective Courses

In addition to the basic, core courses, Emory has made available additional elective courses (**Appendix B**). Elective courses may be taken in addition to the basic, core courses or substituted for a core requirement. For new hires with prior experience in research administration, managers may opt to replace a basic, core course with an elective.

Note: For staff required to take RAE, Managers should ensure that the total number of SRAi course contact hours between Core and Elective courses add up to at least 20.75 contact hours.

II. Instructor-led Basic Courses

Instructor-led core courses focus on university-specific policies, procedures, and systems and "how" tasks and transactions are handled at Emory. **Participants who have passed all 5 self-paced, core courses will be sent links to attend the next cohort of Instructor-led courses.**

Instructor-led training is held over a total of three (3) full days (**total of 14 hours**). Learners are **required to attend all three (3) days.** Participation with videos/cameras turned on is strongly encouraged.

RAE Day 1: Pre-Award Emory Policies, Procedures and Systems

RAE Day 2: Post-Award Emory Policies, Procedures and Systems

RAE Day 3: Cost Studies overview of Facilities & Administrative Costs, Asset Management, and Effort Reporting; Interface between Research Administration and Regulatory Compliance

Registering Employees with RAE

The participating employee's manager must complete the RAE registration process in Emory's Learning Management System (Brainier).

At the time of registration, you will need to have the following information for your employee:

- Name
- Job Title
- Department or Unit
- Hire Date
- Emory Email Address
- **Manager selection of Core and/or Elective SRAi Courses you would like them to complete as part of RAE**

Registration in Brainier

1. **Log in to Brainier:** Log in to Brainier and then click on this link: https://emory.brainier.com/#/object/1812
2. **Complete the Survey:** The survey will allow you to register your employee for one of the immediate upcoming cohorts. Please note that if you are registering multiple employees the survey status will show "100% complete" after submitting one registration; you can still register multiple employees by clicking on the survey again.

Fiscal Year 2025 RAE Cohort Schedule Dates & Deadlines

RAE Cohort	SRAi Completion Deadline	Instructor-led Training Days
November 2024	Friday, November 15th, 2024	Tuesday, November 19th Wednesday, November 20th Thursday, November 21st
January 2025	Friday, January 10th, 2025	Monday, January 13th Tuesday, January 14th Wednesday, January 15th
March 2025	Friday, March 14th, 2025	Monday, March 17th Tuesday, March 18th Wednesday, March 19th
May 2025	Friday, May 2nd, 2025	Monday, May 5th Tuesday, May 6th Wednesday, May 7th
July 2025	Friday, July 18th, 2025	Monday, July 21st Tuesday, July 22nd Wednesday, July 23rd
September 2025	Friday, September 12th, 2025	Monday, September 15th Tuesday, September 16th Wednesday, September 17th
November 2025	Friday, November 14th, 2025	Monday, November 17th Tuesday, November 18th Wednesday, November 19th

RAE Onboarding Process & Program Overview

1. **Manager Registers Employee for RAE Cohort in Brainier**
2. **Employee Receives Email Invite for RAE Kickoff Meeting**
   After successfully registered, the RAE participant will receive an email from Kathryn Leigh with directions to login to Brainier and register for one of the upcoming, required, RAE Kickoff Meetings. **The email will also include a job aid for the participant to navigate logging into Brainier and registering for a class.**
3. **Employee/Participant Attends RAE Kickoff Meeting**
   The first component in the program is to complete 5 required SRAi on-demand courses. The participant is granted access to the SRAi learning system (NOT Brainier) by attending this meeting. The meeting typically lasts about 30 minutes and provides a general overview of the training program, what to expect, important deadlines/dates, **and a live demo of the SRAi System and Brainier**. Meetings are offered virtually either Tuesday or Thursday up to a week before the cohort course deadline.
4. **Participant Receives Kickoff Follow-up Email Instructions**
   Immediately following the RAE Kickoff Meeting, the participant will receive a follow-up email from Kathryn Leigh that includes:
   - Kickoff Meeting Slides with Important Deadlines & Key Date Reminders
   - Direct link to the RAE Brainier course page
   - Direct links to his or her required SRAi Courses (as selected by their manager at the time of registration)
5. **Participant Completes Required SRAi Courses**
   Over a period of several weeks leading up to the published course completion deadline, participants work diligently to complete their required SRAi courses. Managers will receive updates regarding the participant's SRAi course progress via email two weeks prior to the published completion deadline.
6. **Participant Notifies Kathryn Leigh of SRAi Course Completion**
   While SRAi progress is periodically checked until the published completion deadline, participants are asked to please email Kathryn Leigh (kathryn.mary.leigh@emory.edu) upon completion of their required SRAi courses.
7. **Participants Receive Invitation to Register for Instructor-Led Training in Brainier**
   Participants who have completed all their required SRAi courses by the published deadline, receive an email from Kathryn Leigh with a link to register for the (3) Instructor-led Training days in Brainier.
8. **Participants Attend All (3) Days of Instructor-led Training**
   Participants are required to attend all (3) days of RAE instructor-led training (total of 14 hours) via Zoom. Each day is interactive with case studies and group discussions. Participants are strongly encouraged to participate and to have their videos/cameras turned on during these sessions.
9. **RAE Certification & Program Completion**
   Upon completion of the instructor-led training, the participant will receive a RAE certificate of completion that notes their total earned contact hours during the program. **These contact hours count towards their annual ORA Continuing Education Requirement.**

Manager & Participant Expectations

Managers are expected to provide their employees with sufficient protected time to complete their RAE Program requirements, including the approximate 20.75 hours of SRAi courses and 14 hours or instructor-led training.

Participants are expected to make every effort to diligently use this protected time to complete their required SRAi courses in a timely manner.

We understand that unexpected, urgent matters often arise and prohibit some participants from completing their courses by the deadline and/or attending the three days of instructor-led training. **Individual exceptions can be granted on a case-by-case basis to "transfer" a participant's registration from one cohort to another** (e.g., from the July to the September Cohort). Please reach out to Kathryn Leigh (kathryn.mary.leigh@emory.edu) for accommodations as needed.

Appendix A: Core Courses

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% in required courses to earn a certificate. To obtain access to the self-paced core courses, participants must complete the RAE Kickoff course in Brainier.

1. *Relationships, Roles, and Responsibilities in Research Administration (3 Hours)*
   Research administrators come to this profession from a variety of educational backgrounds and professional experiences. You may have come to it accidentally or by design, through academic channels or administrative ones, while looking for a challenge or to pursue a passion. You may work in a variety of organizations from a university who receives funding to a mission-driven nonprofit who sponsors research. Whatever your path and now role is as a research administrator, you are probably awed by the expanse of the research enterprise. The number of awards, the variety of sponsors, and the sheer amount of money available can be staggering. This course lays an initial foundation to research administration while providing context and a framework for which to build your professional skills.
2. *Principles in Proposal Development (4 Hours)*
   Once a funding opportunity is identified, the time-consuming task of preparing a competitive grant proposal begins. Research administrators support Principal Investigators (PIs) through grantsmanship programs focusing on time management, matching PIs to their best opportunity, and forming a deep understanding of sponsors and their application. Knowing the differences between major proposal types and their intended outcomes is necessary for becoming an effective research administrator. It is your role to instruct PIs on grantsmanship skills and provide tools and resources for them to avoid common mistakes. In this highly competitive landscape, this course can give you the tools to make the difference between winning an award or not.
3. *Principles in Pre-Award Research Administration (4.5 Hours)*
   During the pre-award phase of the sponsored project lifecycle, the primary goal of the research administrator and the entire proposal team is to ensure the very best possible proposal is submitted to the sponsor. This can be a challenge for even experienced research administrators because of competing deadlines, multiple budget revisions, and onerous regulations and policies. The ultimate reward for the team's dedication, attention to detail, and persistence in solving problems is the institution being granted the award. In this ultra-competitive environment though, pre-award processes, procedures, and policies must be clearly defined and communicated to the entire team. This course will assist you in preparing for your key roles and responsibilities during the pre-award phase.
4. *Principles in Post-Award Non-Financial Research Administration (4.25 Hours)*
   What is post-award non-financial research administration? Why is it necessary, and who provides these services? LevelUP's newest course explores the vital role Research Administrators share in keeping operations moving smoothly, facilitating effective communication, and fulfilling regulatory and sponsor requirements when managing the non-financial components of active awards. Learners will understand managing and making changes to sponsored projects, compliance obligations, reporting formats and requirements, and the core skills needed for successfully discharging these requirements. This program is a deep dive focused on explaining the what of post-award non-financial research administration and the why to prepare professionals for the inevitable nuances and exceptions they will encounter in their day-to-day responsibilities.
5. *Principles of Award Negotiation and Set-up (4.5 Hours)*
   The project has been awarded to your institution, launching the project into the post-award phase. Before your institution accepts this award, though the terms and conditions of the award need to be negotiated. The negotiation of the award depends largely upon the sponsor and the awarded funding mechanism as well as your institution's culture and policies. This course focuses on defining the common agreement types and standard terms and conditions that may be problematic to your organization. It also presents strategies to solve these problems and ensure compliance. We end the course with a discussion of administering the agreement from award set-up to closeout.

Appendix B: Elective Courses

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1. *Introduction to Clinical Research Management: Clinical Studies and Trials (4.25 Hours)*
   Clinical research management is a dynamic profession requiring coordination with multiple departments, institutional offices, and investigator teams. Effective research administrators need a deep understanding of clinical research management to be effective in successfully executing their role in the process. This course explores the management and administration of clinical research from study initiation to contract close-out, with an extensive focus on regulatory responsibilities, budgeting and finance, and project management. The emphasis throughout the course is placed on the importance of protecting human subjects, their data, and the integrity of the research process.
    - Describe the history and regulations associated with human experimentation and the protection of human subjects in research.
    - Identify the institutional oversight and management requirements that ensure compliance for its programs involving human subjects' research.
    - Understand the roles, processes, and responsibilities of research administration and management professionals conducting clinical research involving research participants during pre-study activities, study conduct, and study completion.
2. *Principles in Research Development (3.75 Hours)*
   Given the limited resources from funding agencies, the current research funding environment is highly competitive. This increases the demands on Principal investigators (PIs), who must often submit multiple proposals for a successful funding outcome. PIs must balance this increasing demand while teaching, conducting research, mentoring trainees, and serving their institutions. To assist PIs and strengthen the research enterprise, research administrators provide multiple support mechanisms such as research development programming and resources. This course presents the administrative and functional aspects of working with groups of investigators as well as individual PIs. There is also specific advice on searching for funding opportunities and matching those options to the right investigator. After completing this course, you will clearly understand the need for research development programs in an institution and, more importantly, an organized reference of tools and advice for implementing a targeted and efficient program for your investigators.

   After completing this course, you will be able to:
    - Create tools to identify and address critical gaps in the capabilities of institutions and individual applicants.
    - Assess which RDP activities are most appropriate for your institution's needs and priorities.
    - Search, discover, and disseminate solicitations that align with the investigator's and team's strengths.
    - Contribute to the development of a limited submissions selection process that benefits your institution.

3. *Principles of Post-Award Financial Research Administration (4.5 Hours)*
   Receiving an award is one of the most exciting steps in the research administration life cycle. Full of anticipation, energy and ripe with limitless possibilities, a new project kicking off can create enthusiasm and generate a sense of aligned purpose within the entire research team including a wide array of support offices. In many ways, financial administration and financial oversight of awards are what facilitate the important discoveries waiting to be unveiled. This course will build the foundation necessary to understand the post-award research administration lifecycle, the core responsibilities for managing research finance, and tips and approaches that will increase productivity and improve accuracy.

Key areas covered in this course include:

- Receiving and establishing an award
- Award management
  - Expenditure review and monitoring
  - Subrecipient Monitoring
  - Sponsor invoicing and LOC draws
- Financial Reporting
  - Regular federal reports (Quarterly Cash Transaction Reports, Annual Expenditure Data Reports)
  - Reporting of income generated by award activities
  - Final financial reporting and award closeout
  - Regular federal reports (Quarterly Cash Transaction Reports, Annual Expenditure Data Reports)
  - Reporting of income generated by award activities
  - Final financial reporting and award closeout
- Introduction to external audits

4. Research Compliance Frameworks (3.5 Hours)

Research Compliance Frameworks course is designed to serve as a primer on the various compliance elements that help support effective grants management. Research compliance spans a wide range of complex subtopics making it difficult for most research administrators to gain mastery in any specific topic. Often grants administrators are not familiar with these compliance areas, and if they are, could benefit from a deeper understanding in order to help fulfill their responsibilities. This course will build the foundation necessary to understand research compliance and hopefully lead to increased job proficiency, effectiveness, and success for learners.

This course will:

- Introduce learners to the compliance areas are most commonly embedded in grants management.
- Gain a deeper understanding of the key principles of research compliance in grants management and grants congruency.
- Emphasize the importance of these compliance areas for protecting participants, organizations, and the larger community.
- Explore how adherence to these compliance touchpoints help contribute to an institutional culture of research integrity and sound financial stewardship.
- Develop a foundation in institutional policies and procedures regarding research compliance and foster effective communication to institutional stakeholders.