Research Administrator Training Update

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Changes to Training Strategy

• Sought input in early 2020 – survey, Training Redesign Group, TAG
  • New categories for CE and limitations on types of CE
  • Increased granularity in certification tracks
  • On-boarding training – first 90 days
  • Individual accountability and increased leadership communication

• COVID-19 – significant impacts on training strategy
  • FY20 – extend certification year
  • FY21 and beyond – greater focus on virtual training
    • Synchronous and Asynchronous learning
Continuing Education Requirements

- Annual CE requirements – 12 CE hours per year (pro-rated to 10 CE for FY21 certification)
- MSPAI required but will be tracked as event attendance vs. hours of continuing education
- Categories for CE including allowing interpersonal/professional skills training and presentations at research administration professional conferences and meetings
- CE categories with minimum and maximum CE hours
- CE tracking form to assist research administrators and supervisors in proactively managing and planning CE throughout the year
- Certification audit will be introduced in FY22
- Quarterly communication to managers and management centers high-lighting those “behind” in CE
Certifications

• RAA
  • New enrollment process – Redcap Survey – Coming months available in myRESEARCHhome
  • Enrollment will be rolling vs. cohort based
  • Primary focus will be RACI classified positions
    • Secondary – GM1s and other identified in partnership with management centers
  • Communication with additional details sent to initial group
  • “Tracks” will be offered to better differentiate research administrators’ roles and responsibilities
Certifications – continued

• AGM
  • No significant changes for FY21
  • Target – January – June 2021
  • Cohort based

• FCC
  • Will be transitioned to model that leverages asynchronous learning
  • Target to launch first quarter of CY21

• RAI
  • Targeted audience – RACI positions and those identified by management center
  • Transitioning from day-long event to monthly, one-hour session
Upcoming Opportunities

• NIH and NSF sessions
  • Will count toward CE from an outside organization
  • Working through details of documentation of attendance
• New CAS class
  • Target for launch – November
• New Model for SAP Reporting Class
  • Report specific classes
• Research Symposium – November 10
  • “Grow Through What You Go Through”
Key Takeaways

• As we transition, we want your feedback
• Keep your eyes open for communication
  • Targeted to specific audiences
  • General communication to the list serve
• Proactively manage your certification
• Visit https://finance.duke.edu/research/training for additional information
• Email rcc-cert@duke.edu with questions or concerns
Questions?