Welcome to the Office of Research Administration Training

First- THANK YOU for the work you do!
Each of us is a part of something greater than ourselves. We are all members of this amazing, world-class Duke University School of Medicine and School of Nursing Research Administration team. You may not hear it every day, so let’s just say this first: THANK YOU for giving 100% of your time and attention to the grant development and management process. We couldn’t do it without you – and wouldn’t want to!

About Our Classes
The majority of our classes have a NIH focus and provide you a solid foundation for understanding the entire pre-award process. The goal is to equip you with the tools necessary for successfully developing and managing applications and proposals. Your success is our success. If you have suggestions on ways to improve our classes, or classes you would like to see added in the future, please don’t hesitate to contact Rachel.Monteverdi@duke.edu

Help Us Help You: The 50/50+ Ratio  Research shows a high correlation between active, engaging learning environments and success in transferring training knowledge back to the workplace. Our classes are being redesigned to be primarily interactive and activity-based for real-world, practical application. Participants immerse themselves in learning by rolling up their sleeves, engaging in discussion, working through exercises, demonstrations, case studies and role-plays. In each class, we ask all participants to take on ‘formal roles’ to keep the class on track and on task. We facilitate the learning and ask that you give 100% to the process.

Let’s Maximize our Time Together: Flipping the Classroom  In the future, we will flip the classroom! Until then, all are asked to review relevant information such as concepts, processes, terms and materials learned in previous classes prior to our time together. The goal is for each professional to be responsible for their learning and prepared to discuss, engage, and in many cases, teach what they have learned.

We are Stronger Together: Let’s Build an OUTSTANDING Research Administration COP (Community of Practice)  In our classes, experts and ‘newbies’ are encouraged to share their knowledge of practical solutions and to make new friends. The ultimate goal is to create a stronger Duke University School of Medicine and School of Nursing Research Administration Community of Practice.
**Instant Recall through Job Aids**  “I learned a great deal in class a month ago but now that the holidays are over and I’m back at work, I just can’t remember the details.”  We know as time goes by it is difficult to remember everything that was discovered within a class.  Beginning in 2016, ORA will be providing ‘micro-learning’ job aids to you for instant recall.  We are committed to being a partner in your learning.  If you have suggestions for job aids after you have taken a class, please don’t hesitate to contact Rachel.Monteverdi@duke.edu.

**Helpful Tips**  Unless we are in a computer lab, if you have access to technology such as a laptop, tablet, or phone that can search online, please BYOD (bring your own device).  These devices are helpful to use during our time together to calculate costs, review policies online, etc.  BYOD is not required but it is highly recommended and appreciated.  No worries if you cannot bring a device, we may have you partner with another.

**Remember to**  sign-in at the beginning of each session.  Materials should be available in the LMS approximately 2 days prior to the class and all are welcome to download and print items as you deem necessary.

By attending our educational sessions, you grant permission to Duke University the unrestricted right to reproduce photographs taken for the purposes of publication.  We cannot reimburse for copies or parking, however you are welcome to bring pen, paper, highlighters, water and a snack.

**The No Show Fee**  As with many Duke University classes, a $100 no show fee will be charged to participants who cancel after 11:59 p.m. the day prior to the scheduled class or do not attend the class he/she has registered for.  Also, if you cancel/drop your class registration on the day of the class, the no show fee will be charged.  The fee will be charged to the participant's default cost center.

**A word about Adult Learning**  “I have family, work, community and other obligations, how am I supposed to remember things I learned a year ago?”  We recognize learning takes time to ‘stick’.  As such, anyone is welcome to take our class at any point in time.  Seriously, if you want to take a class multiple times, feel free.
Class Descriptions

**ADMR Class Session Information & Dates- 2016**

**ADMR – Application Development, Management & Resources:** Step-by-step, ADMR takes you through the entire NIH grant application process. Our goal is to empower you with new knowledge and skills to bring back to the workplace for real-world, practical application. As such, we dive into each component of a Funding Opportunity Announcement, work through potential problems together, review case study information, discuss common ‘what if’ scenarios, and discover resources that may assist throughout the process. Instead of having one very long 12 hour class, **we deliver this class in three parts of 4 hours each.**

- 2/23, Erwin 837 from 8:30 am-12:30 pm
- 2/25, Oregon St. from 8:30 am-12:30 pm
- 3/01, Erwin 837 from 8:30 am-12:30 pm

**NEW DATE:** 3/11, Erwin 837 from 8:30 am- 12:30 pm
**NEW DATE:** 3/16, Erwin 837 from 8:30 am- 12:30 pm
**NEW DATE:** 3/22, Erwin 837 from 8:30 am- 12:00 pm

Class DATE: 8/16, Erwin 837 from 8:30 am-12:30 pm
Class DATE: 8/18, Oregon St. from 8:30 am- 12:30 pm
Class DATE: 8/23, Oregon St. from 8:30 am-12:30 pm

**Other Support Class Session Information & Dates-2016**

By the end of our class time together, Other Support participants will know the definition and purposes of Other Support as it relates to NIH; when it is due; the basics in personnel review, effort change, the Sponsored Effort System and other systems.

Class DATE: 3/29, Erwin 837 from 9:00am-12:00pm
Class DATE: 9/08, Erwin 837 from 9:00am-12:00pm

**Research Performance Progress Report (RPPR) Class Session Information & Dates-2016**

The Research Performance Progress Report (RPPR) class will enable participants to identify the specifics of RPPR submissions; describe the RPPR submission process; discuss various menus and actions associated with NIH eRA Commons while enhancing your comfort and familiarity with systems.

**Rescheduled 3/22, Oregon St. from 9:30 am-12:00 pm**
**RPPR NEW DATE:** 5/13, Erwin 837 from 9:30 am - 12 pm
**RPPR Class DATE:** 9/21, Oregon St. from 9:30 am-12:00 pm
**eSubmissions Class Session Information & Dates - 2016**

The eSubmission class will review the following: Types of electronic application submission methods; roles and responsibilities within the systems; specifics related to Grants.gov submissions; specifics related to Grants.duke submissions; and SPS entry electronic submission highlights.

Given a connection to the internet, handouts, and an interactive guided learning discussion, by the end of the class, the research administrator will be able to:

- List the main types of electronic application submission methods utilized for the School of Medicine and School of Nursing
- Identify the steps needed to electronically submit an application
- Describe what information is necessary to submit an application (e.g. FOA, PI, credential information)
- Identify at least 3 resources to assist when submitting applications electronically or throughout the entire grant development process

Experts & ‘newbies’ are encouraged to share their knowledge of practical solutions & come prepared to discuss, engage, & teach what has been learned.

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**Rescheduled: 3/08/2016, Oregon St. from 9:30 am – 12:00 pm**

**NEW DATE: 4/28, Oregon St. from 9:30 am – 12:00 pm**

Class DATE: 9/28, Oregon St. from 9:30 am – 12:00 pm

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**Sponsored Projects System (SPS) Training Class Session Information & Dates - 2016**

The Sponsored Projects System (SPS) provides the management of sponsored projects for the Duke School of Medicine, School of Nursing and Campus community. Users of SPS are able to create grant proposals, transmit proposals through the approval process, produce government sponsor paper forms, and track general award information.

Given a connection to the internet, handouts, and an interactive guided learning discussion, by the end of the class, the research administrator will be able to:

- Explain the main content areas of SPS in class within 15 minutes or through our Learning Management System (LMS) in a narrative form
- Identify the steps needed to create & submit an application

- Describe what information is necessary within 3 notebooks (e.g. the Personnel, Facilities, Budget notebooks)

- Identify at least 3 resources to assist when working in SPS or throughout the entire grant development process

Experts & ‘newbies’ are encouraged to share their knowledge of practical solutions & come prepared to discuss, engage, and teach what has been learned.

Rescheduled: 3/02/2016, Oregon St. from 8:30 am – 12:30 pm
SPS NEW DATE: 4/19, Oregon St. from 8:30 am – 12:00 pm
SPS Class DATE: 8/30, Oregon St. from 8:30 am – 12:30 pm

IPA/MOU/PSA Class Session Information & Dates-2016

Class participants will define a Memorandum of Understanding as it relates to Duke & the Veteran’s Administration; determine when to use an Intergovernmental Personnel Act or Personal Service Agreement, and the process for each. Discussions will also address how applicable forms should be completed.

Class DATE: 3/15, Erwin, 837 from 9:00 am – 12:00 pm
Class DATE: 9/14, Erwin, 837 from 9:00 am – 12:00 pm