



**Weill Cornell**  
**Medicine**

**Rapid Meeting 03-14-16**

**THE OFFICE FOR  
EDUCATION AND TRAINING  
IN RESEARCH ADMINISTRATION  
(OETRA)**

# OETRA

## Office for Education and Training in Research Administration

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### DIRECTOR

**ADAM GARRIGA, CHIEF ADMINISTRATIVE OFFICER OF  
RESEARCH**

### EDUCATION MANAGER

**HELENE BRAZIER-MITOUART, PHD**

# **OFFICE FOR EDUCATION AND TRAINING IN RESEARCH ADMINISTRATION - AGENDA -**

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## **I. GENERAL MISSION**

## **II. FIRST EDUCATIONAL PROGRAM**



# **OFFICE FOR EDUCATION AND TRAINING IN RESEARCH ADMINISTRATION - AGENDA -**

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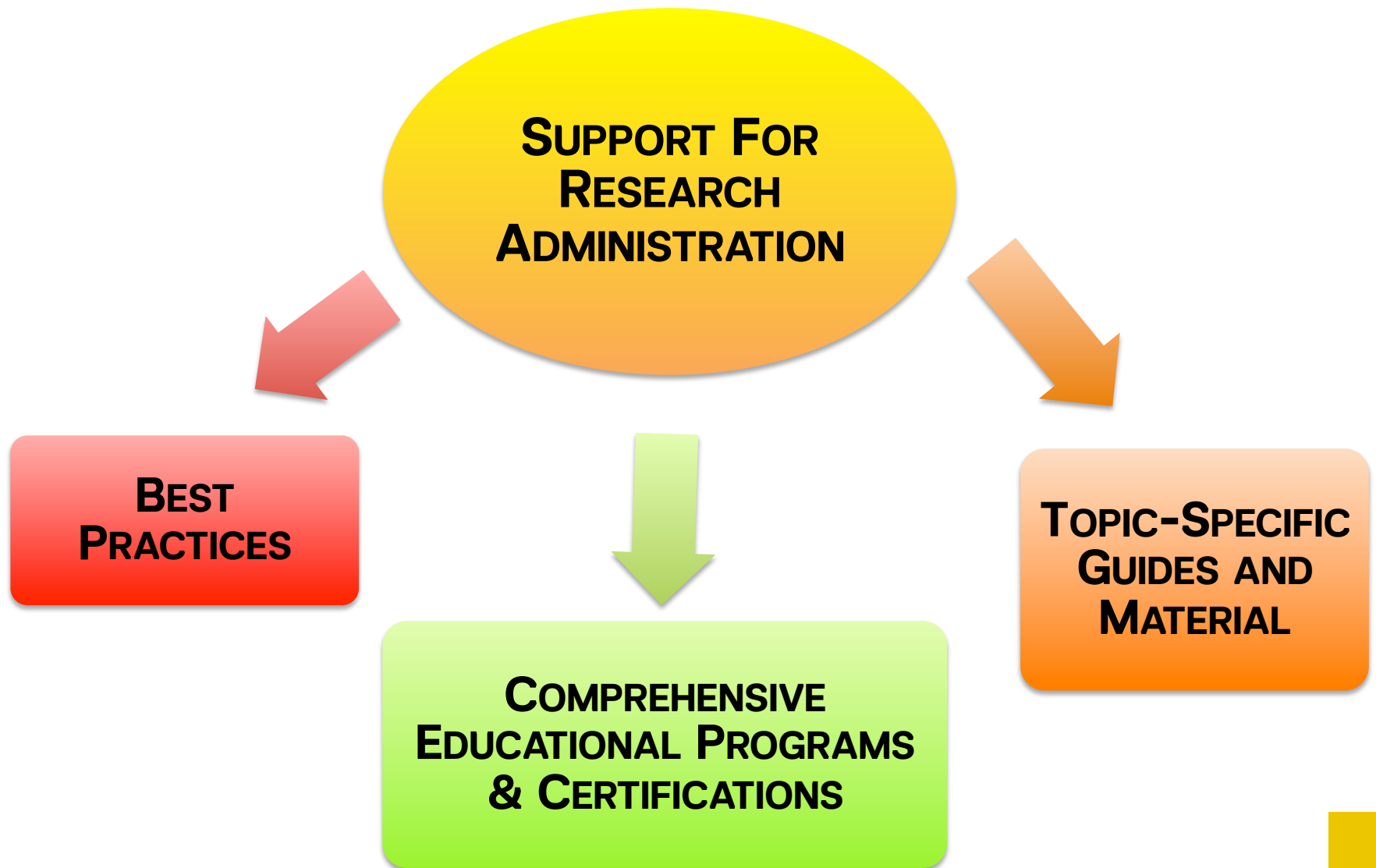
## **I. GENERAL MISSION**

## **II. FIRST EDUCATIONAL PROGRAM**



# WHAT DOES OETRA AIM TO PROVIDE TO THE RESEARCH COMMUNITY?

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# WHO IS THE AUDIENCE FOR THE PROGRAMS FROM OETRA?

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**DEPARTMENTAL  
RESEARCH  
ADMINISTRATORS**

**CENTRAL OFFICE  
ADMINISTRATORS**

**FACULTY  
MEMBERS**

**POST-  
DOCTORATE  
ASSOCIATES**



# WHAT OETRA EDUCATIONAL PROGRAMS AND MATERIAL ARE INTENDED TO FOSTER

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**OFFICE FOR EDUCATION AND  
TRAINING IN RESEARCH  
ADMINISTRATION**



- **COLLABORATION**
- **INTEGRATION**
- **HIGHER VISIBILITY**
- **REINFORCEMENT**

**TRAININGS  
FROM VARIOUS  
OFFICES**

**SOPs  
FROM VARIOUS  
OFFICES**



# OFFICE FOR EDUCATION AND TRAINING IN RESEARCH ADMINISTRATION - AGENDA -

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## I. GENERAL MISSION

## II. FIRST EDUCATIONAL PROGRAM

**Brand New at  
Weill Cornell  
Medicine**





**OETRA IS PROUD TO PRESENT ITS FIRST  
COMPREHENSIVE EDUCATIONAL PROGRAM**

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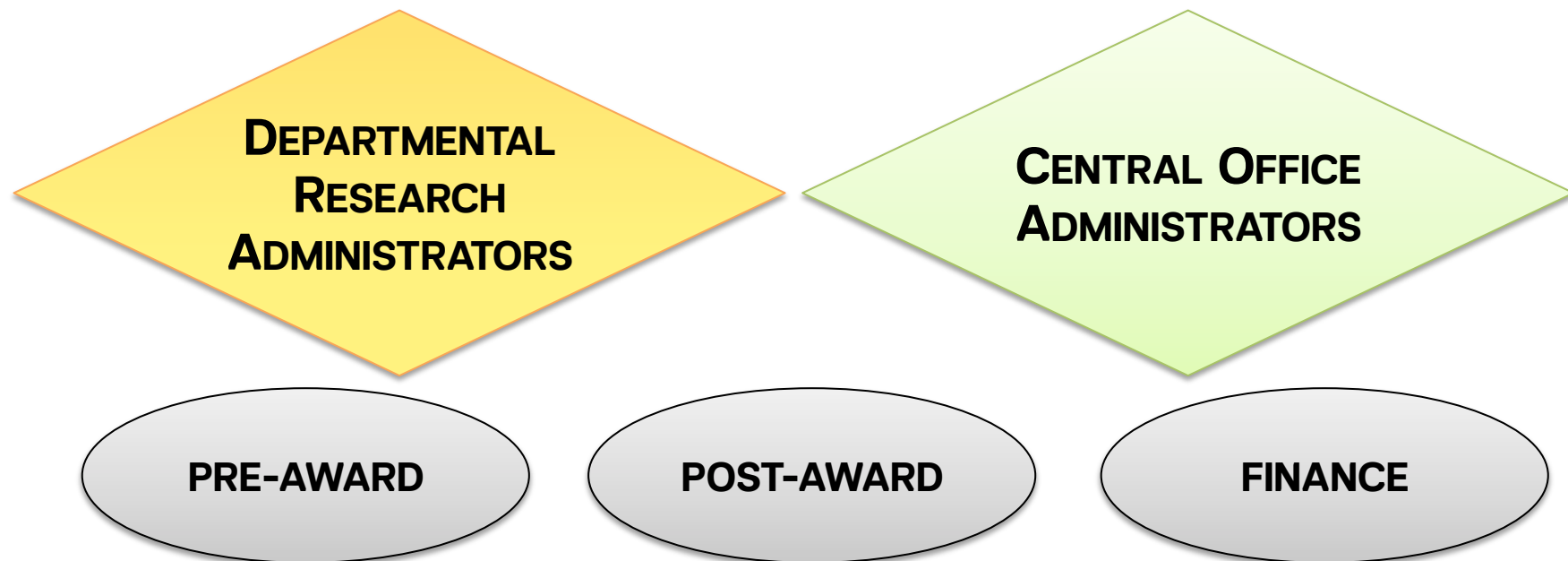
**E<sub>2</sub>RA 2016**  
**Education & Excellence**  
**for Research Administrators**



# WHO WILL BENEFICIATE FROM E<sub>2</sub>RA?

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## ➤ Research Administration Community



- New Research Administrators
- Seasoned Research Administrators



- **FOCUS = GRANTS ADMINISTRATION**
  - **GRANTS APPLICATIONS**
  - **COMPLIANCE**
  - **GRANTS POST AWARD**
  - **FINANCIAL MANAGEMENT**



# E<sub>2</sub>RA 2016 - CURRICULUM

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# E<sub>2</sub>RA 2016



## E<sub>2</sub>RA 2016 - AIMS

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- **Empower** research administrators with **knowledge and skills** to be **proficient** at **anticipating and fulfilling** the requirements in a time manner of essential administrative processes.
- **Ensure** that research administrators **efficiently and pro-actively** assist faculty and researchers with their administrative needs.



## **E<sub>2</sub>RA 2016 - MANTRA**

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**Perform.**

**Anticipate.**

**Support.**

# **E<sub>2</sub>RA 2016 - FORMAT**

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**IN-PERSON SMALL CLASSROOM SET UP**

**MULTI-SESSIONS PROGRAM**

**PARTICIPANTS' ACTIVE CONTRIBUTION  
TO THE LEARNING EXPERIENCE**

**STIMULATING LEARNING  
ENVIRONMENT**

**DIVERSE BACKGROUND  
OF PARTICIPANTS**



# **E<sub>2</sub>RA 2016 - FORMAT**

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## **TIME COMMITMENT**

**12 SESSIONS OF 3 HOURS EACH**

**1 SESSION / WEEK**

**TOTAL: 35 HOURS IN 3 MONTHS**

**- *REQUIRES MANAGER APPROVAL* -**

**GRADUATION CEREMONY  
REWARDS & COCKTAIL**

**CURRENTLY  
FREE OF CHARGE**

# AND DO YOU KNOW WHAT IS ALSO VERY EXCITING ABOUT E<sub>2</sub>RA ?

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**E<sub>2</sub>RA 2016**

Education & Excellence  
for Research Administrators



# AND DO YOU KNOW WHAT IS ALSO VERY EXCITING ABOUT E<sub>2</sub>RA ?

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**2 courses are about to launch!**

- ✧ **E2RA Spring 2016 starting April 21st**
- ✧ **E2RA Summer 2016 starting June 14th**



# INTERESTED TO PARTICIPATE IN E<sub>2</sub>RA 2016?

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**More information, schedules and registration forms are available online!!**

- The OETRA webpage will be launched soon.
- Meanwhile, here is the address:

[https://docs.google.com/document/d/  
1E8jExhMk4X8s2eboU0nCrIPpTlBqc9KtNsvjH1lOyGk/  
edit?usp=sharing](https://docs.google.com/document/d/1E8jExhMk4X8s2eboU0nCrIPpTlBqc9KtNsvjH1lOyGk/edit?usp=sharing)

# INTERESTED TO PARTICIPATE IN E<sub>2</sub>RA 2016?

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**Don't leave the RAPID meeting  
without your E<sub>2</sub>RA flyer!**

➤ **Everything about E<sub>2</sub>RA is indicated there!**

**E<sub>2</sub>RA 2016**  
Education & Excellence  
for Research Administrators



**Any Questions? Contact me:**  
**HELENE BRAZIER-MITOUART, PhD**  
**EDUCATION MANAGER AT OETRA**  
[HEB2020@MED.CORNELL.EDU](mailto:HEB2020@MED.CORNELL.EDU)



# **5 THINGS to DO**

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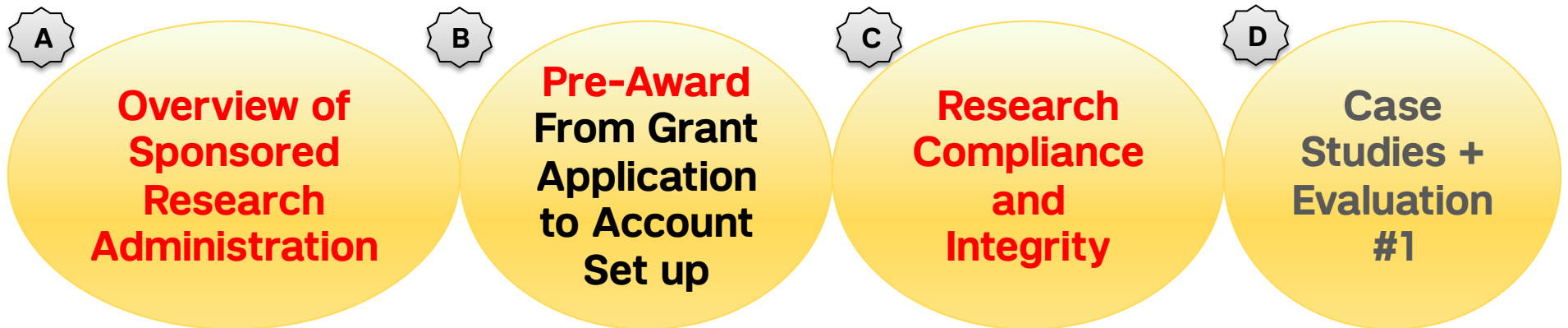


- 1** Take a E<sub>2</sub>RA Flyer
- 2** Review the info on E<sub>2</sub>RA
- 3** Talk to your manager
- 4** Sign up online for E<sub>2</sub>RA  
Spring/ Summer 2016
- 5** Don't wait ! All can be done **TODAY!**



# E<sub>2</sub>RA 2016 - CURRICULUM

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**Chapter A1: Overview of Biomedical Research at Weill Cornell Medicine**

**Chapter A2: Where do the funds to perform biomedical research come from?**

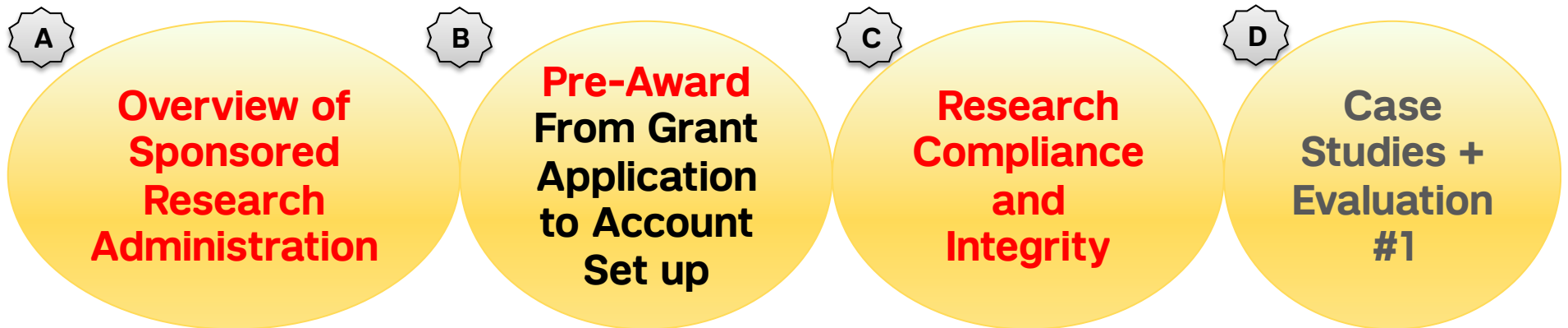
**Chapter A3: Focus on Grants' Lifecycle and Responsibilities**





# E<sub>2</sub>RA 2016 - CURRICULUM

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**Chapter B1: Funding Opportunities**

**Chapter B2: Overview of the Application Process**

**Chapter B3: Proposal Preparation**

**Chapter B4: Building a Successful Proposal Budget**

**Chapter B5: Proposal Review and Submission**

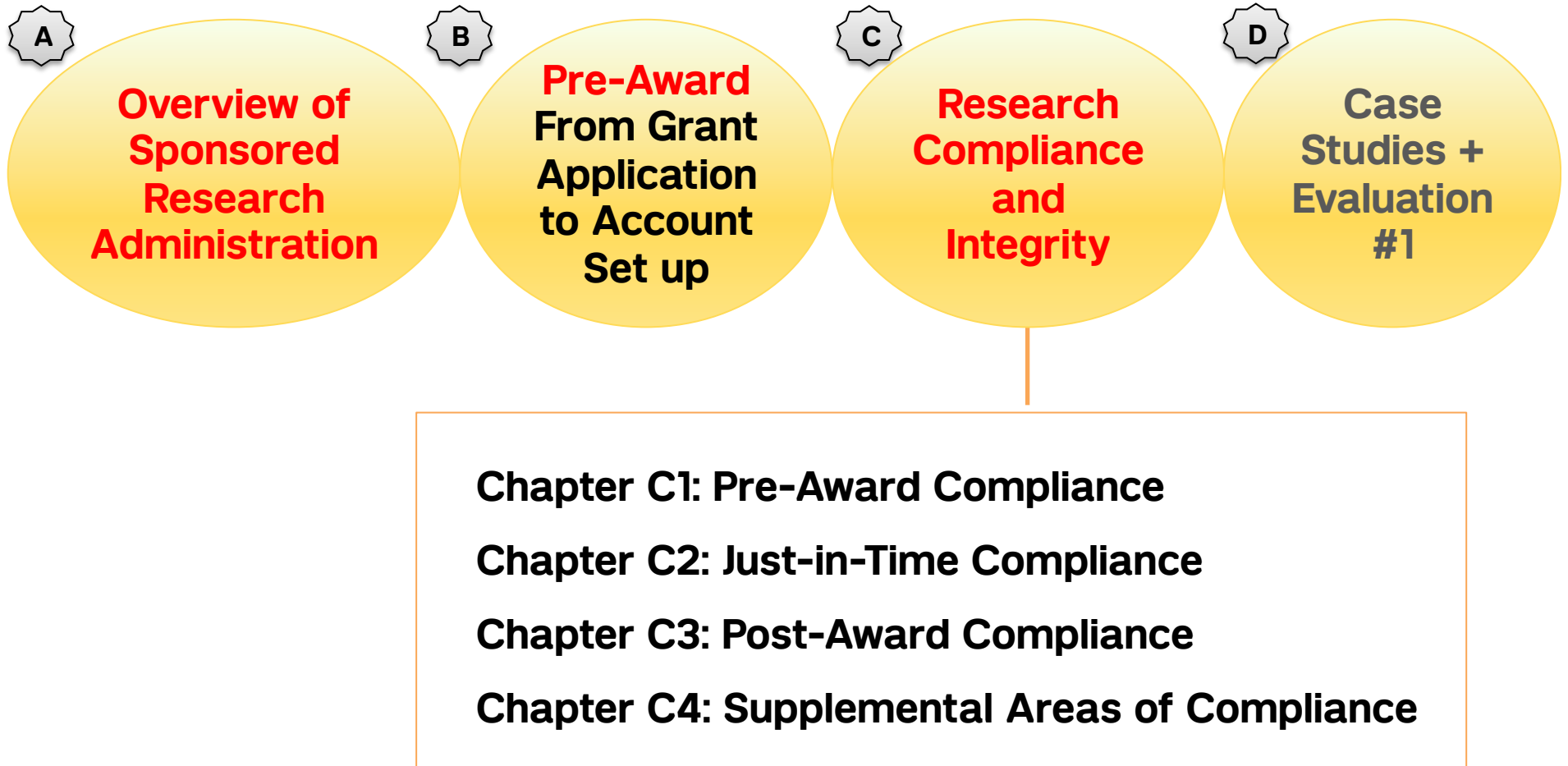
**Chapter B6: Just-In-Time Steps**

**Chapter B7: Award Acceptance and Account Set Up**



# E<sub>2</sub>RA 2016 - CURRICULUM

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# E<sub>2</sub>RA 2016 - CURRICULUM

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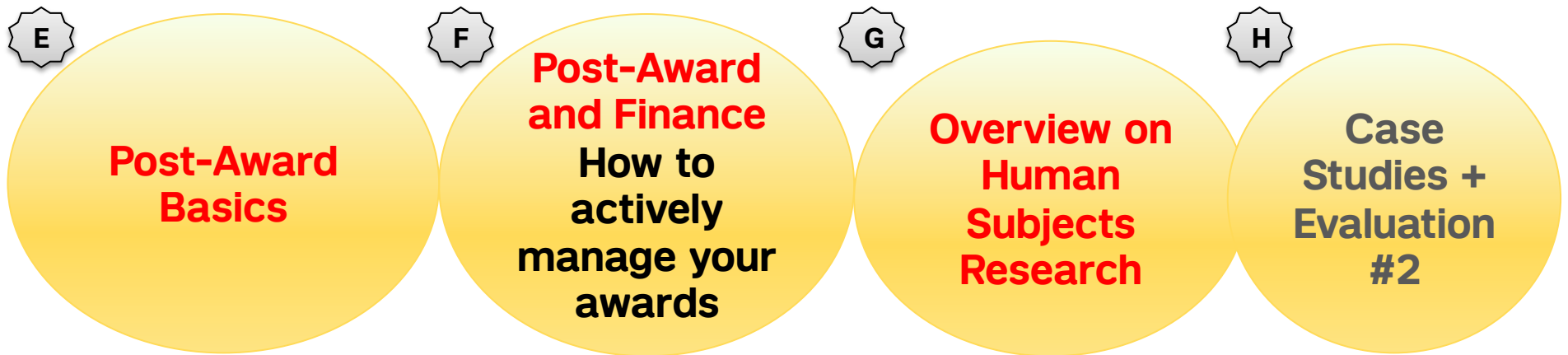
**Chapter E1: Introduction to Post-Award Responsibilities**

**Chapter E2: Building Blocks of Post-Award Responsibilities**



# E<sub>2</sub>RA 2016 - CURRICULUM

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**Chapter F1: How to Actively Monitor your PI's Award Account.**

**Chapter F2: How to Actively Monitor Multiple Awards.**

**Chapter F3: Post-Award & Subcontracts**

**Chapter F4: Case Reviews on Post-Award**



# E<sub>2</sub>RA 2016 - CURRICULUM

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**Chapter G1: Introduction to Translational Research and Clinical Trials**

**Chapter G2: Introduction of the CTSC**

**Chapter G3: Introduction of the JCTO**

**Chapter G4: Basics on IRB**

**Chapter G5: Basics on Clinical Trial Budgeting and Post-Award Financial Management**

# **E<sub>2</sub>RA 2016 – MANTRA**

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## **PERFORM**

**RESPONSIBILITIES WITH ACCURACY, EFFICIENCY AND INTEGRATED ACCOUNTABILITY**

## **ANTICIPATE**

**NEEDS AND REQUIREMENTS FOR GRANTS APPLICATION AND GRANTS MANAGEMENT IN A TIMELY FASHION**

## **SUPPORT**

**RESEARCH ACTIVITY WITH AN EDUCATED VISION OF THE BIGGER PICTURE OF THE RESEARCH ENVIRONMENT**

## E<sub>2</sub>RA 2016 – AIMS

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- Expose research administrators to the **full spectrum of research administration** at Weill Cornell Medicine.
- Provide **consistent on-boarding information to research administrators** across all departments.
- Communicate **best practices guides** and **analytic strategies** to perform efficiently.
- Emphasize the **importance of details within the big picture**.