THE OFFICE FOR EDUCATION AND TRAINING IN RESEARCH ADMINISTRATION (OETRA)
OETRA
Office for Education and Training in Research Administration

**Director**
**Adam Garriga, Chief Administrative Officer of Research**

**Education Manager**
**Helene Brazier-Mitouart, PhD**
I. GENERAL MISSION

II. FIRST EDUCATIONAL PROGRAM
Office for Education and Training in Research Administration - Agenda -

I. General Mission

II. First Educational Program
What does OETRA Aim to Provide to the Research Community?

Support for Research Administration

Best Practices

Comprehensive Educational Programs & Certifications

Topic-Specific Guides and Material
Who is the audience for the programs from OETRA?

- Departmental Research Administrators
- Central Office Administrators
- Faculty Members
- Post-Doctorate Associates
What OETRA Educational Programs and Material are Intended to Foster

Office for Education and Training in Research Administration

- Collaboration
- Integration
- Higher Visibility
- Reinforcement

Trainings from Various Offices

SOPs from Various Offices
I. GENERAL MISSION

II. FIRST EDUCATIONAL PROGRAM

Brand New at Weill Cornell Medicine
OETRA is Proud to Present Its First Comprehensive Educational Program

E₂RA 2016
Education & Excellence for Research Administrators
WHO WILL BENEFICIATE FROM E₂RA?

- Research Administration Community

- New Research Administrators
- Seasoned Research Administrators
E2RA 2016

- FOCUS = GRANTS ADMINISTRATION
  - GRANTS APPLICATIONS
  - COMPLIANCE
  - GRANTS POST AWARD
  - FINANCIAL MANAGEMENT
EXCELLENCE & Professional Development

EDUCATION to ANTICIPATE

TOOLS to PERFORM

SKILLS to SUPPORT

POLICIES – CORNELL, NIH …

“BEST PRACTICES” GUIDES

SETTING CLEAR WORK EXPECTATIONS

CONSISTENT ON BOARDING INFORMATION

FULL PICTURE of WHO DOES WHAT and WHY?
E2RA 2016 - AIMS

- **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.
Perform.
Anticipate.
Support.
E²RA 2016 - Format

- **In-Person Small Classroom Set Up**
- **Multi-Sessions Program**
- **Participants’ Active Contribution to the Learning Experience**
- **Stimulating Learning Environment**
- **Diverse Background of Participants**
**TIME COMMITMENT**

12 SESSIONS OF 3 HOURS EACH

1 SESSION / WEEK

**Total:** 35 HOURS IN 3 MONTHS

*Requires manager approval*

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**Graduation Ceremony**

**Rewards & Cocktail**

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**Currently**

**Free of Charge**
And do you know what is also very exciting about E₂RA?
And do you know what is also very exciting about E²RA?

2 courses are about to launch!
- E²RA Spring 2016 starting April 21st
- E²RA Summer 2016 starting June 14th

E²RA 2016
Education & Excellence for Research Administrators
Interested To Participate In E2RA 2016?

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/1E8jExhMk4X8s2eboU0nCrlPpTIBqc9KtNsvjH1lOyGk/edit?usp=sharing
Interested To Participate In E₂RA 2016?

Don’t leave the RAPID meeting without your E₂RA flyer!
- Everything about E₂RA is indicated there!

E₂RA 2016
Education & Excellence for Research Administrators

Any Questions? Contact me:
HELENE BRAZIER-MITOUART, PHD
EDUCATION MANAGER AT OETRA
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Don’t leave the RAPID meeting without your E₂RA flyer!
- Everything about E₂RA is indicated there!
5 THINGS to DO

1. Take a E₂RA Flyer
2. Review the info on E₂RA
3. Talk to your manager
4. Sign up online for E₂RA Spring/ Summer 2016
5. Don’t wait! All can be done TODAY!
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
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
Chapter C1: Pre-Award Compliance
Chapter C2: Just-in-Time Compliance
Chapter C3: Post-Award Compliance
Chapter C4: Supplemental Areas of Compliance
Chapter E1: Introduction to Post-Award Responsibilities

Chapter E2: Building Blocks of Post-Award Responsibilities
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
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
E₂RA 2016 – MANTRA

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
Exposé 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**.