



**Weill Cornell**  
**Medicine**

**Rapid Meeting 11-09-15**

*Introduction to:*

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

# **OFFICE FOR EDUCATION AND TRAINING IN RESEARCH ADMINISTRATION AT WEILL CORNELL MEDICINE - RESEARCH**

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## **DIRECTOR**

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

## **EDUCATION MANAGER**

**HELENE BRAZIER-MITOUART**

# **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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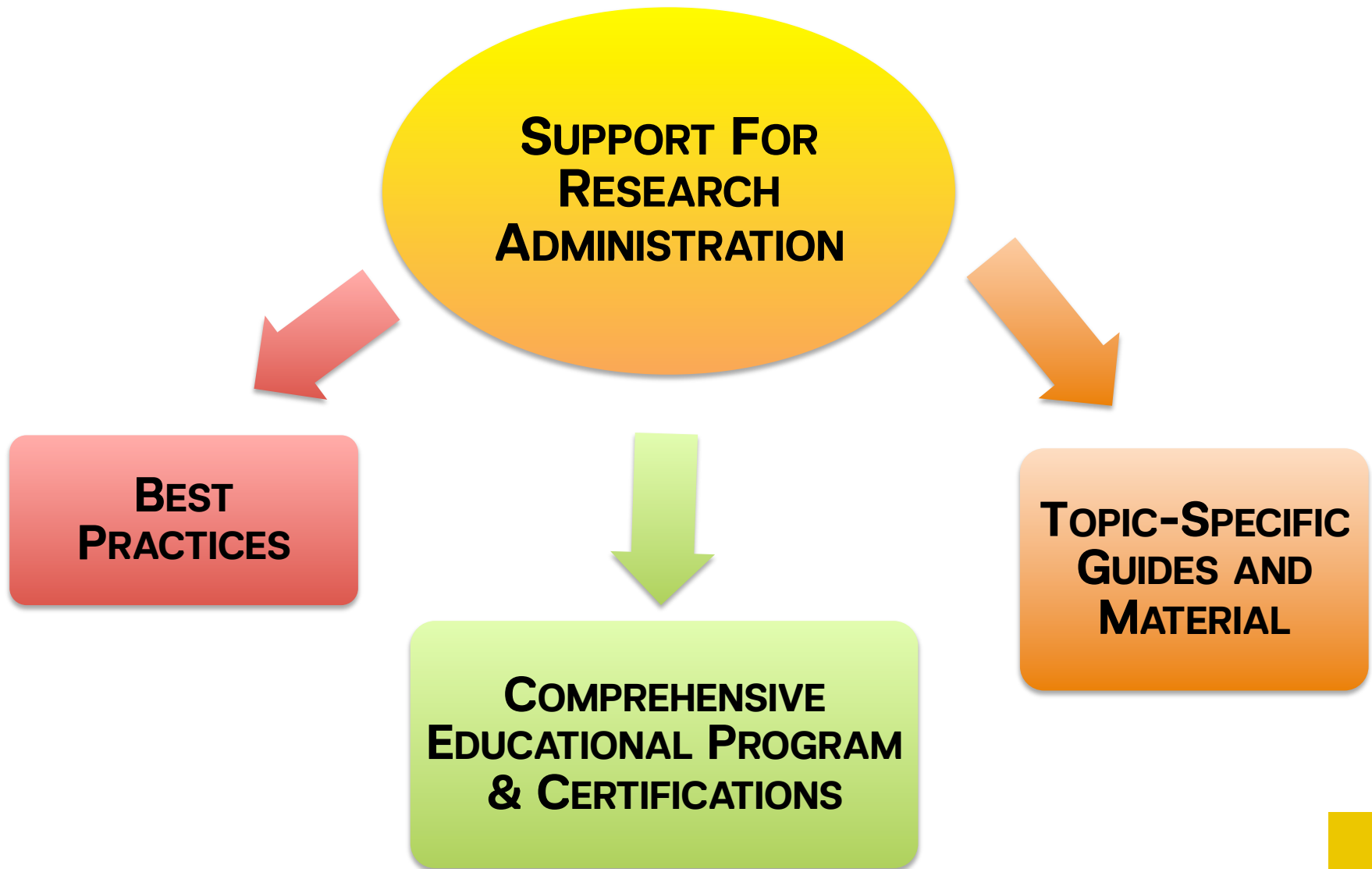
## **I. GENERAL MISSION**

## **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 **NOT** INTENDED TO DO

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**WRITING OR  
REPLACING SOPs**

**OSRA**

**Finance**

**JCTO**

**REPLACING SPECIFICS  
TRAININGS  
ALREADY IN PLACE**

**IRB**

**JCTO**

**RARC**

# WHAT OETRA EDUCATIONAL PROGRAMS AND MATERIAL ARE INTENDED TO DO

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



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

**SOPs  
FROM VARIOUS  
OFFICES**

**TRAININGS  
FROM VARIOUS  
OFFICES**



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

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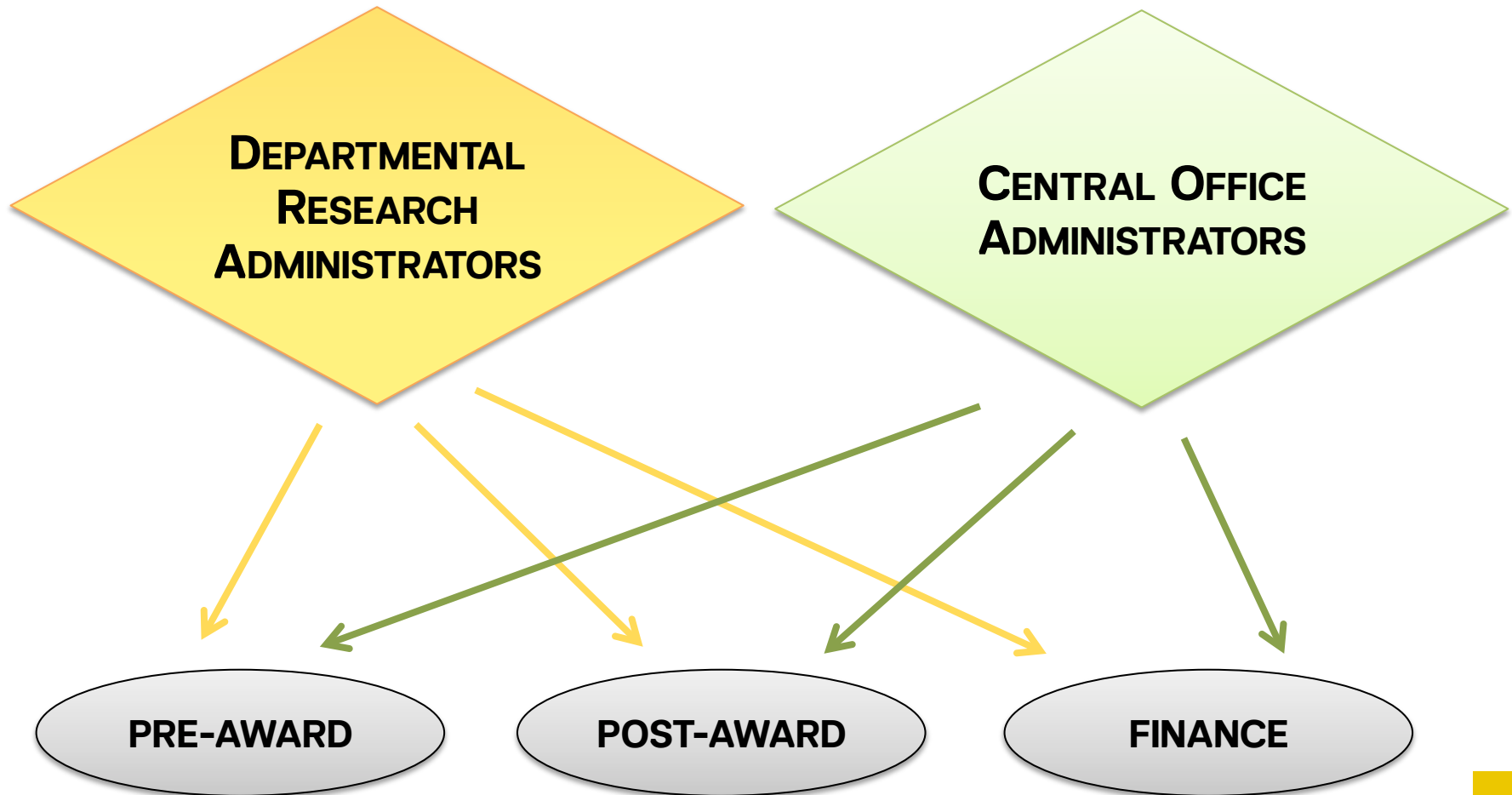
## **I. GENERAL MISSION**

## **II. FIRST EDUCATIONAL PROGRAM**

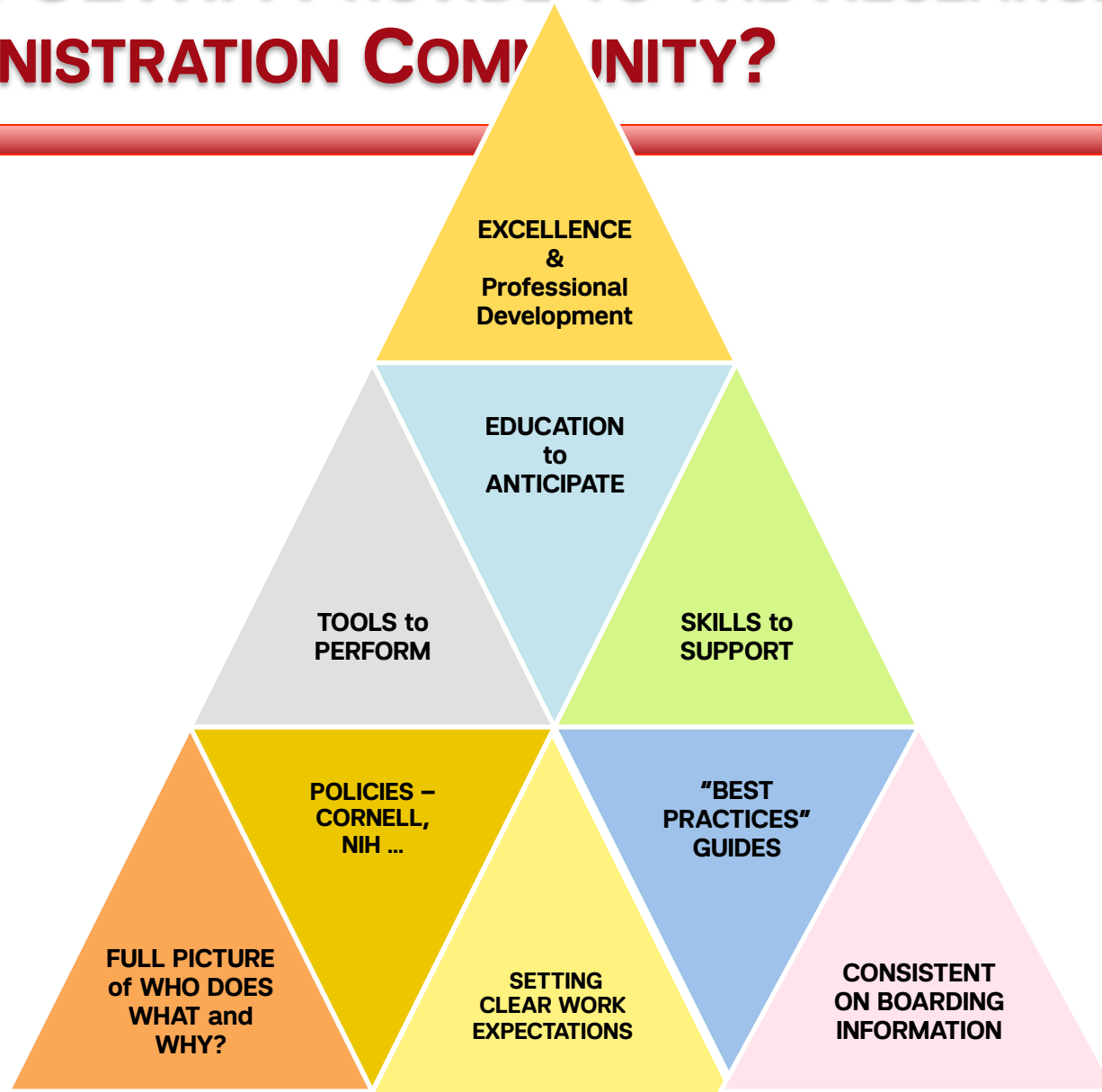


# WHO WILL BENEFICIATE FROM THE FIRST EDUCATIONAL PROGRAM FROM OETRA?

➤ **EVERYONE OF RESEARCH ADMINISTRATION COMMUNITY**



# WHAT WILL THE FIRST EDUCATIONAL PROGRAM FROM OETRA PROVIDE TO THE RESEARCH ADMINISTRATION COMMUNITY?



# **WHAT WILL THE FIRST EDUCATIONAL PROGRAM FROM OETRA PROVIDE TO THE RESEARCH ADMINISTRATION COMMUNITY?**

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**FULL PICTURE OF  
WHO DOES WHAT  
AND WHY?**



# WHAT WILL THE FIRST EDUCATIONAL PROGRAM FROM OETRA PROVIDE TO THE RESEARCH ADMINISTRATION COMMUNITY?

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**POLICIES –  
CORNELL, NIH ...**



# WHAT WILL THE FIRST EDUCATIONAL PROGRAM FROM OETRA PROVIDE TO THE RESEARCH ADMINISTRATION COMMUNITY?

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**SETTING  
CLEAR WORK  
EXPECTATIONS**



# WHAT WILL THE FIRST EDUCATIONAL PROGRAM FROM OETRA PROVIDE TO THE RESEARCH ADMINISTRATION COMMUNITY?

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**"BEST  
PRACTICES"  
GUIDES**



# WHAT WILL THE FIRST EDUCATIONAL PROGRAM FROM OETRA PROVIDE TO THE RESEARCH ADMINISTRATION COMMUNITY?

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**CONSISTENT  
ON BOARDING  
INFORMATION**





# WHAT WILL THE FIRST EDUCATIONAL PROGRAM FROM OETRA PROVIDE TO THE RESEARCH ADMINISTRATION COMMUNITY?

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**TOOLS  
To  
PERFORM**



# **WHAT WILL THE FIRST EDUCATIONAL PROGRAM FROM OETRA PROVIDE TO THE RESEARCH ADMINISTRATION COMMUNITY?**

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**EDUCATION  
To  
ANTICIPATE**



# WHAT WILL THE FIRST EDUCATIONAL PROGRAM FROM OETRA PROVIDE TO THE RESEARCH ADMINISTRATION COMMUNITY?

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**SKILLS  
To  
SUPPORT**



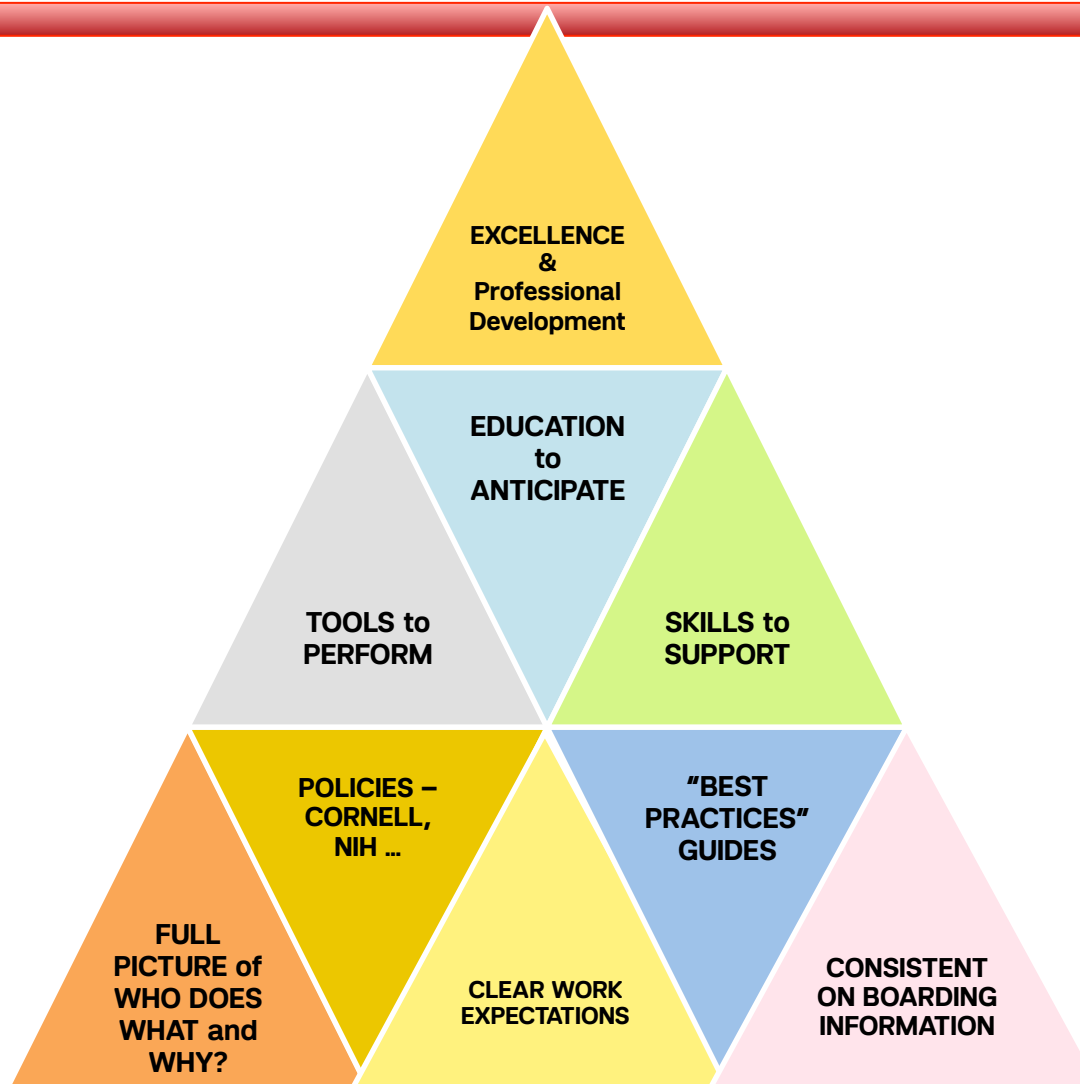
# WHAT WILL THE FIRST EDUCATIONAL PROGRAM FROM OETRA PROVIDE TO THE RESEARCH ADMINISTRATION COMMUNITY?

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**EXCELLENCE  
& PROFESSIONAL  
DEVELOPMENT**



# WHAT WILL THE FIRST EDUCATIONAL PROGRAM FROM OETRA PROVIDE TO THE RESEARCH ADMINISTRATION COMMUNITY?



# CURRICULUM- OETRA FIRST EDUCATIONAL PROGRAM

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A

**Overview of  
Sponsored  
Research  
Administration**

B

**Pre-Award  
From Grant  
Application  
to Account  
Set up**

C

**Research  
Compliance  
and Integrity**

D

**Case  
Study and  
Evaluation  
on A-B-C**

E

**Post-Award  
Basics**

F

**Post-Award  
and Finance  
How to  
actively  
manage your  
awards**

G

**Post-awards  
and  
Subcontracts**

H

**Case  
Study and  
Evaluation  
on E-F-G**



# **FORMAT- OETRA FIRST EDUCATIONAL PROGRAM**

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**IN-PERSON CLASSROOM PROGRAM**

**STIMULATING LEARNING ENVIRONMENT**

**DIVERSE BACKGROUND  
OF PARTICIPANTS**

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

**MULTI-SESSIONS PROGRAM**

**LAUNCHING EARLY 2016**

# **ULTIMATE GOALS - OETRA FIRST EDUCATIONAL PROGRAM**

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## **PERFORM**

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

## **ANTICIPATE**

**NEEDS AND REQUIREMENTS FOR GRANTS APPLICATION AND GRANTS MANAGEMENT**

## **SUPPORT**

**RESEARCH ACTIVITY AND CHANGES IN WORK ENVIRONMENT**





# RESEARCH ADMINISTRATION COMMUNITY

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**Perform.**

**Anticipate.**

**Support.**

# RESEARCH ADMINISTRATION COMMUNITY

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# TEAMWORK

# MORE SPECIFIC DETAILS WILL FOLLOW...

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**Contact for any questions**

**HELENE BRAZIER-MITOUART, PhD**

**EDUCATION MANAGER AT OETRA**

**[HEB2020@MED.CORNELL.EDU](mailto:HEB2020@MED.CORNELL.EDU)**

**THANK YOU**  
**&**  
**SEE YOU SOON**



Slides removed but kept in case.

# **I. THE OFFICE FOR TRAINING & EDUCATION IN RESEARCH ADMINISTRATION'S GENERAL MISSION**



## II. OTERA'S FIRST TRAINING

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# ULTIMATE GOALS OF OETRA FIRST EDUCATIONAL PROGRAM

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**RESEARCH  
ADMINISTRATION  
COMMUNITY  
= YOU**

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graph TD; A([RESEARCH ADMINISTRATION COMMUNITY = YOU]) --> B[PERFORM YOUR RESPONSIBILITIES WITH ACCURACY AND EFFICIENCY]; A --> C[SUPPORT YOUR PIs, CHANGES IN YOUR WORK ENVIRONMENT AND YOUR COLLEAGUES]; A --> D[ANTICIPATE THE NEEDS AND REQUESTS FOR GRANTS APPLICATION AND GRANT MANAGEMENT];
```

**PERFORM**  
YOUR RESPONSIBILITIES  
WITH **ACCURACY** AND  
**EFFICIENCY**

**SUPPORT**  
YOUR PIs, CHANGES IN  
YOUR WORK  
ENVIRONMENT AND YOUR  
COLLEAGUES

**ANTICIPATE**  
THE NEEDS AND REQUESTS  
FOR **GRANTS** APPLICATION  
AND **GRANT** MANAGEMENT