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

Director
Adam Garriga, Chief Administrative Officer of Research

Education Manager
Helene Brazier-Mitouart
I. GENERAL MISSION

II. FIRST EDUCATIONAL PROGRAM
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II. FIRST EDUCATIONAL PROGRAM
What does OETRA Aim to Provide to the Research Community?

Support for Research Administration

Best Practices

Comprehensive Educational Program & 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 NOT Intended to Do

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
I. GENERAL MISSION

II. FIRST EDUCATIONAL PROGRAM
WHO WILL BENEFICIATE FROM THE FIRST EDUCATIONAL PROGRAM FROM OETRA?

EVERYONE OF RESEARCH ADMINISTRATION COMMUNITY

- DEPARTMENTAL RESEARCH ADMINISTRATORS
- CENTRAL OFFICE ADMINISTRATORS
- PRE-AWARD
- POST-AWARD
- FINANCE
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?

Full Picture of Who Does What and Why?
What Will the First Educational Program from OETRA Provide to the Research Administration Community?

Policies – Cornell, NIH ...
What will the first educational program from OETRA provide to the Research Administration Community?

Setting Clear Work Expectations
What will the first educational program from OETRA provide to the Research Administration Community?

“Best Practices” Guides
What Will the First Educational Program from OETRA Provide to the Research Administration Community?

Consistent on Boarding Information
What Will the First Educational Program from OETRA Provide to the Research Administration Community?

Tools
To
Perform
What Will the First Educational Program from OETRA Provide to the Research Administration Community?

Education To Anticipate
What Will the First Educational Program from OETRA Provide to the Research Administration Community?

Skills To Support
What Will the First Educational Program from OETRA Provide to the Research Administration Community?

Excellence & Professional Development
What Will the First Educational Program from OETRA Provide to the Research Administration Community?

- Excellence & Professional Development
- Education to Anticipate
- Tools to Perform
- Skills to Support
- Policies – Cornell, NIH ...
- "Best Practices” Guides
- CLEAR Work Expectations
- Consistent On Boarding Information
- Full Picture of Who Does What and Why?

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
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

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

TEAMWORK
More specific details will follow...

Contact for any questions

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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
**Ultimate Goals of OETRA First Educational Program**

- **Research Administration Community = You**
- **Perform Your Responsibilities with Accuracy and Efficiency**
- **Anticipate The needs and Requests for Grants application and Grant Management**
- **Support Your PIs, Changes in Your Work Environment and Your Colleagues**