Education & Training in Research Administration
ETRA

-UPDATES-

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Office of the Research Dean
1. E2RA Summer 2017 Course

- **When?** From 06/06/17 to 07/27/17
- **New Format:** with 2 sessions (3h each) per week.
- **Registration is open:** Full E2RA course / Only Pre-Award & Compliance / Only Post Award
- **Curriculum, Schedule, Registration Form:** [E2RA 2017 Course](#)
1. E2RA Summer 2017 Course

E2RA
Perform
Anticipate
Support

- Educational module offered to research administrators from departments who:
  - Frequently use SAP and want to complement the SAP training they received from ITS.
  - Want to respond better to their researchers needs (managing their PI’s research awards and preparing financial reports related their PIs’ portfolio with multiple WBS accounts and multiple funds) and to their DA’s requests.

- Participants will be exposed to real cases situations and will practice directly in class using SAP and Excel on computers.
### New “Advanced Financial Management of Awards” ETRA module

<table>
<thead>
<tr>
<th>Session #1: Monitor &amp; reconcile your PI’s accounts/ funds</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td></td>
<td>5/17/17</td>
<td>2:30pm - 5pm</td>
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<tr>
<th>Session #2: Prepare, customize &amp; save personalized features for your BI reports, + manipulate your data in Excel</th>
<th>Day</th>
<th>Time</th>
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<tr>
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<td>5/24/17</td>
<td>2:30pm - 5pm</td>
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<thead>
<tr>
<th>Session #3: Prepare a financial report for your PI’s portfolio</th>
<th>Day</th>
<th>Time</th>
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<td>5/31/17</td>
<td>2:30pm - 5pm</td>
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<th>Session #4: Prepare a lab budget for an upcoming fiscal year</th>
<th>Day</th>
<th>Time</th>
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<td>6/7/16</td>
<td>2:30pm - 5pm</td>
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➢ All sessions are at the Library Computer Lab

- The 1st edition of that module is limited to 15 seats and preference will be given to previous E2RA participants.
- At least 1 year of experience in Post Award management is required.
- Save your seat today! Register here

ETRA Advanced Financial Management Module
3. NEW ETRA List Serv

- If you want to be the first one to know about new ETRA educational opportunities even before a RAPID Meeting: Be part of the ETRA List Serv!
- Simply email me at heb2020@med.cornell.edu to receive ETRA news!
THANK YOU FOR YOUR ATTENTION

ANY QUESTIONS?

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