



RESEARCH ADMINISTRATION TRAINING PROGRAM EXISTING STAFF PROGRAM 2020

COHORT X

Johns Hopkins University created the **Research Administration Training Program for Existing Staff** for current employees at the university to gain a practical understanding of sponsored research administration.

CURRICULUM

For details on the program expectations, completion requirements, and elective opportunities available to program participants, visit our Curriculum webpage.

YEAR 1

Specific University Training

Concentrates on the life cycle of an award. Offered as e-courses, FastFacts, instructor-led sessions, and job aids. Topics include:

Sponsored Projects | Account Management | HR/ Payroll Administration | Purchasing | Accounts Payable

Intramural Training: Monthly Seminar Series

Overview sessions focus on research-related areas within the university, including:

Internal Audits | Effort Reporting/Facilities and Administration | Export Controls | Global Compliance | Hazardous Materials | Human Subjects (IRB) | Animal Care and Use | Clinical Research Training | Conflict of Interest | Funding from Corporations and Foundations | Contracts | Tech Transfer

YEAR 2

Office Assignments & On-the-Job Training

Sponsored Projects Shared Services
Divisional Research Administration
Academic Department
Internal Audits

Electives

Based on counsel from your supervisor, the program coordinator, and a member of the Executive Committee. A list of available electives is on our website.

Employee Incentives and Benefits

Upon program completion, participants will:

- Have a better understanding of research administration and the organization and responsibilities of JHU offices
- Have an established network of colleagues
- Be eligible to test for national Certification in Research Administration, application cost to be covered by the business office where employed
- Receive additional year of service in their personnel file

Selection Process

Candidates will be selected by the executive committee based on the following:

- 2+ years of JHU experience in research administration
- Undergraduate degree (preferred)
- Successful completion of pre-requisite e-courses
(See our Curriculum webpage for details)
- Submission of a Cover letter and current Resume
- Nomination letters

Nomination Requirements

A Letter of Approval* from their supervisor

Two Reference Letters*

** Letters must speak to the specific qualifications that make the nominee eligible for selection and success in the program; along with confirmation that the time and activity of the program during normal working hours is acknowledged.*