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.

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
- 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.