

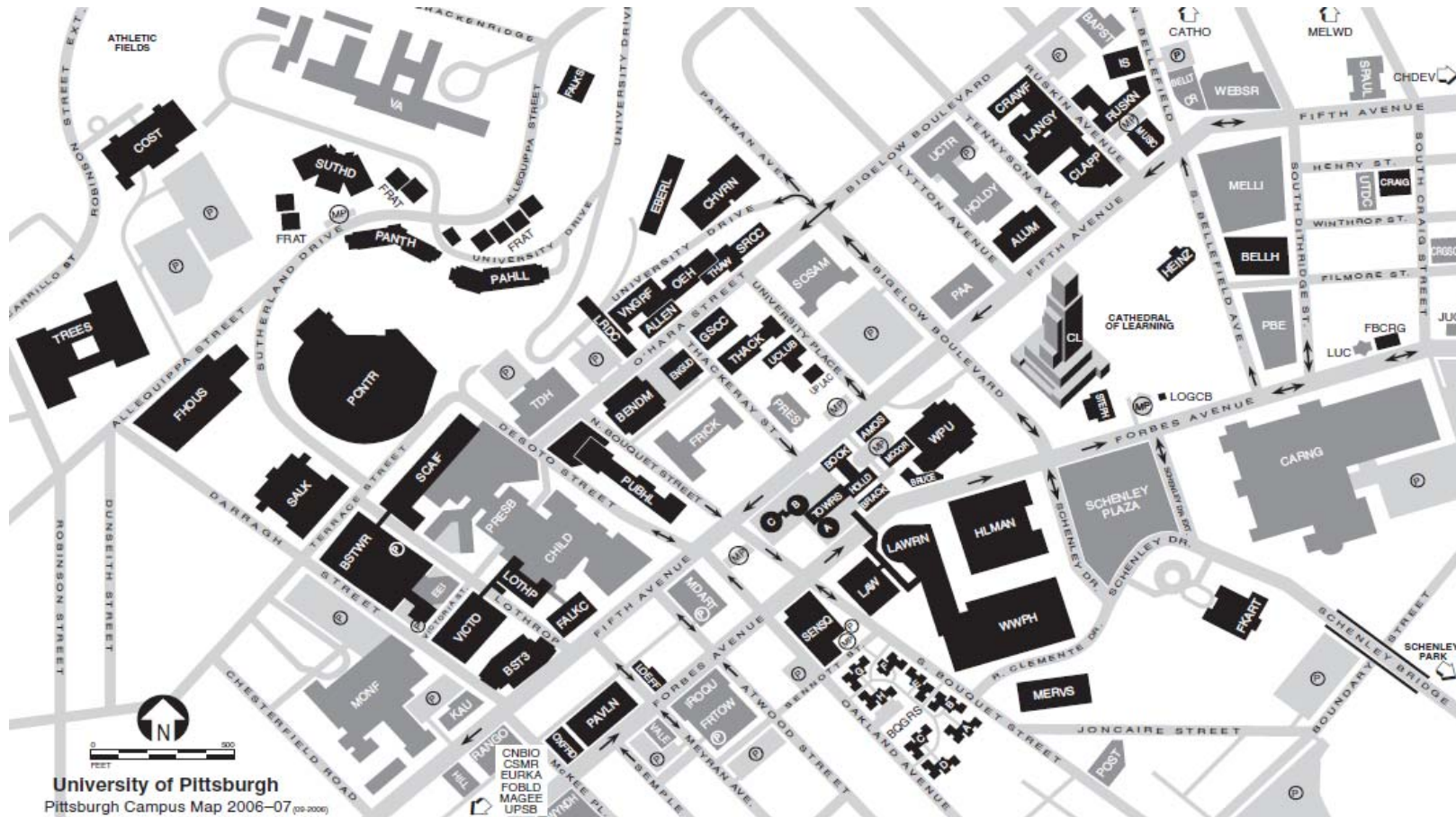


# **2017 SRA International Annual Meeting October 14-18, 2017**

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**Carol Miller, CRA  
Tom Berkhoudt, CRA**

# University of Pittsburgh



SRA International  
**2017 Annual Meeting**  
Vancouver, Canada | October 14-18

# Why start this training program?

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- Interpretation of Federal Regulations
- Consistent, policy, procedure, process
- CRA offers complete understanding of grants

# Getting Started

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Meeting with the Vice Provost for Research, Dean for the School, and Asst. Dean of Finance



Unexpected answers



Cost?



Long term – losing CRAs



Disclaimer, fail and pass



# Building a Program

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Ask SRA and RACC

Find the experts

Body of Knowledge

- Project development and administration
- Legal requirement and sponsor interface
- Financial Management

Where to have the class

How often to have the class



# Resources

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## What I didn't know



## Resources on Campus

- IRB
- Effort reporting
- Import/Export
- Research Misconduct
- Animal OLAW - IACUC



## Unexpected Benefits

- Professional relationships
- Reviewing UNIVERSITY guidelines



# Advertisement

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# Participants

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- Admin IV – Directors level
- Pre award only
- Post award only
- Rookies
- Seasoned veterans
- Being prepared for the mix of questions, from the mix of experience
- Future changes to the program
  - Years of experience
  - Kind of experience (Medicine/Arts)
  - Well-rounded class





# Stats

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- Number of participants that signed up – **30**
- Lost participants due to:
  - Job loss
  - Internal transfers
  - Moved to a different field
  - Overwhelmed by the program
  - Too busy
- Number of People on the last day of class – **20**
- Number who signed up for the test – **17**
- Number who passed – **12, ~70% pass rate**



# CoRA History

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- Committee of Research Administrators (CoRA)
- Idea came from University of Pittsburgh Office of Research Administrators meeting; followed by a white paper written by a Pitt administrator (Feb 2016)
- Why – have more CRA contact hours opportunities that are local and low cost for CRA's to remain certified
  - Networking for CRA's
  - Budget constraints
- Volunteers were recruited in the spring of 2016

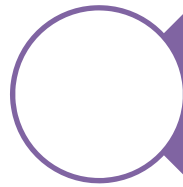
# CoRA Mission

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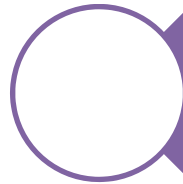
*To facilitate the recertification process for the University of Pittsburgh and UPMC employees who have obtained their certification through the Research Administrators Certification Council (RACC), by identifying and promoting educational workshops, training seminars, and tools for tracking contact hours.*

# What will CoRA do?

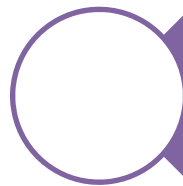
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Organize and facilitate information and contact hour opportunities via emails, and a website, to all CRA's at the University of Pittsburgh and UPMC (Hospital System).



Discuss educational opportunities and ways we can grow and help the CRA's. Example: assist CRA's on presenting at professional meetings.



Serve CRA's within the University of Pittsburgh and UPMC by supporting staff to maintain their RACC certification.



# Benefits to the University Community

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By promoting local educational opportunities that are free or low cost will make recertification more convenient and attainable for CRA's.



Offer mentorship to newly certified CRA's and assist staff to remain certified.



Research Administration is always changing and evolving, so it is important to stay on top of the constantly changing policies and procedures by continuing education.



# Benefits to the University Community

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Research Administrators who are highly-educated CRA's are beneficial to our Faculty, the University, and UPMC research goals.



Well trained and knowledgeable staff are beneficial to other staff members who may require training or are new to the field of research administration.



Having staff who are current in research policies and procedures ensures the University and UPMC remain compliant, competitive, and successful in the field of research.



# Impact

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Over time, CoRA will assist with increasing the knowledge base of Research Administration in our community and sustain our mission at the forefront of research.



# Research Community Focus

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## Research Community

Any person employed by the University of Pittsburgh or UPMC that is engaged in the administration of sponsored programs is eligible to attend trainings promoted by CoRA

## CRA General Body

Any person employed by the University of Pittsburgh or UPMC and has received their RACC certification will be able to vote on the officers of CoRA



# Committee Charge

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- The Committee of Research Administrators (CoRA) is charged by the Vice Provost for Research with the mission of facilitating the recertification process for University of Pittsburgh research administrators who have obtained certification through the Research Administrators Certification Council (RACC) to become a Certified Research Administrator (CRA), by identifying and promoting educational workshops, training seminars and tools for tracking contact hours
- CoRA will report directly to the Associate Vice Provost for Research Operations
- January 2017

# Officers

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Officers of CoRA are made up of 9 members



Every attempt will be made to include representatives of the entire University and UPMC campus

- Not limited to members for the Health Science Schools

# Officers

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- President, CRA
- Vice-President, CRA
- Treasurer
- Secretary
- Communication Coordinator
- Compliance Coordinator
- Website Coordinator
- At-Large Members

*Anyone who is an active CRA at Pitt or UPMC can choose to run for the office of President or Vice-President.*

*Anyone who is active in Research Administration at Pitt or UPMC can run for the rest of the officer positions.*

# Officers

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The inaugural Officers will be appointed July 1, 2016 and end on July 30, 2018

- The two year period is to develop and implement the first full year of CoRA

After the two year period has passed, committee members will serve a one year term as the past office (i.e. Past President) to assist with the transition to the new elected officers



# What tasks should CoRA prioritize?

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- Website for Communications
- Educational Opportunities
- Organizational Leadership
- Mentorship
- Supporting the Cost of Presentations
- Provide documentation for renewal of RACC certification
- Bylaws

# Task 1: Officer Meetings will Consist of:

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- ✓ Previous meeting minutes
- ✓ New CRA credit opportunities
- ✓ Budget
- ✓ Future elections
- ✓ Other issues



# Task 2: Create Website

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Educational Opportunities

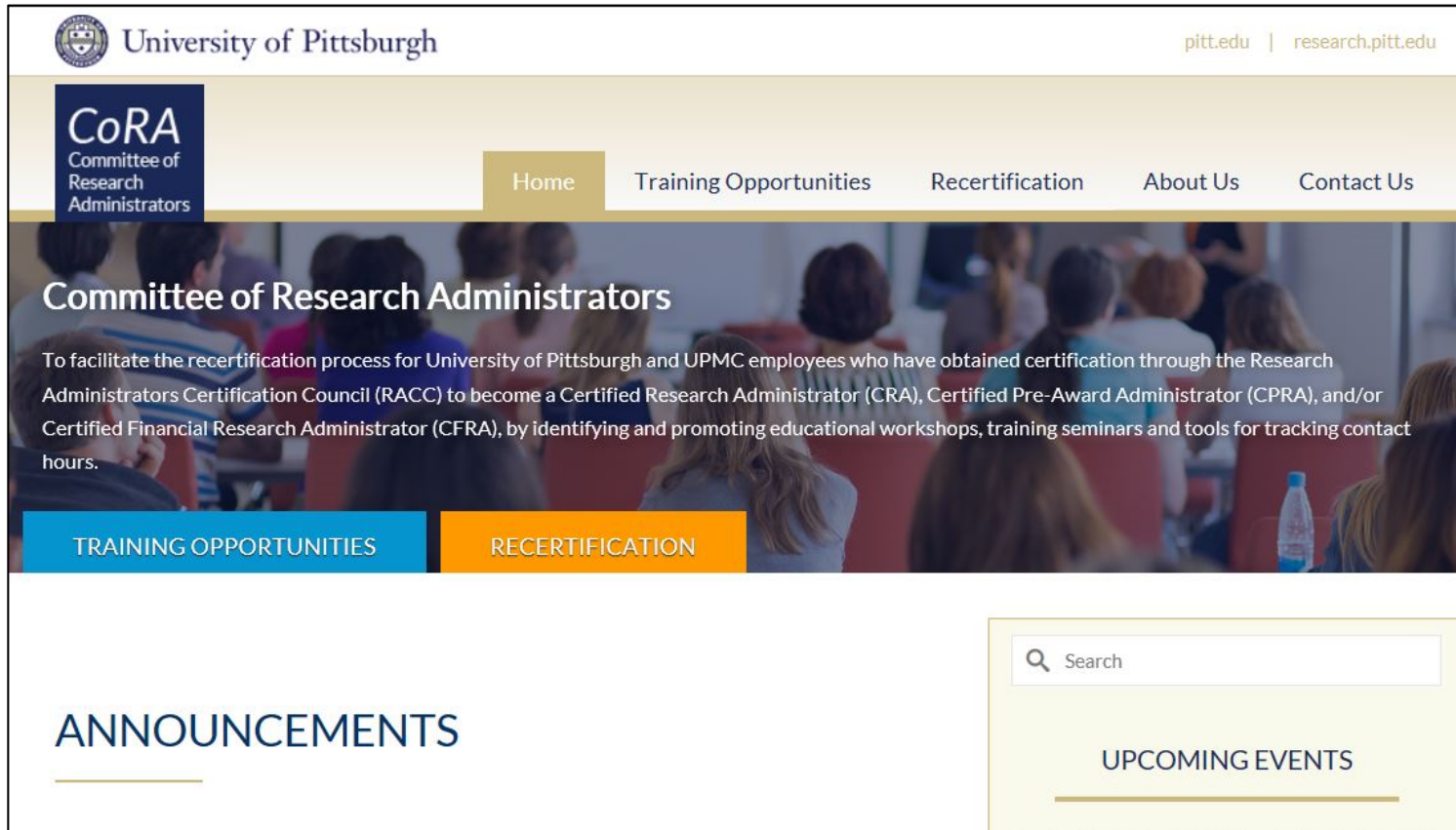
Annual Conferences

Monthly Workshops

All tasks are potentially accepted by the Research Administration Certification Council (RACC) for CRA contact hours toward recertification.



# CoRA.pitt.edu



The screenshot shows the CoRA.pitt.edu website. At the top, the University of Pittsburgh logo and name are on the left, and the URLs 'pitt.edu' and 'research.pitt.edu' are on the right. Below this is a navigation bar with the CoRA logo and the text 'Committee of Research Administrators'. The navigation menu includes 'Home', 'Training Opportunities', 'Recertification', 'About Us', and 'Contact Us'. The main content area features a large image of a group of people in a meeting, with the title 'Committee of Research Administrators' and a paragraph explaining the organization's purpose: 'To facilitate the recertification process for University of Pittsburgh and UPMC employees who have obtained certification through the Research Administrators Certification Council (RACC) to become a Certified Research Administrator (CRA), Certified Pre-Award Administrator (CPRA), and/or Certified Financial Research Administrator (CFRA), by identifying and promoting educational workshops, training seminars and tools for tracking contact hours.' Below this text are two buttons: 'TRAINING OPPORTUNITIES' and 'RECERTIFICATION'. On the right side of the page, there is a search bar with a magnifying glass icon and the word 'Search', and a section titled 'UPCOMING EVENTS'.

University of Pittsburgh

pitt.edu | research.pitt.edu

**CoRA**  
Committee of  
Research  
Administrators

Home Training Opportunities Recertification About Us Contact Us

## Committee of Research Administrators

To facilitate the recertification process for University of Pittsburgh and UPMC employees who have obtained certification through the Research Administrators Certification Council (RACC) to become a Certified Research Administrator (CRA), Certified Pre-Award Administrator (CPRA), and/or Certified Financial Research Administrator (CFRA), by identifying and promoting educational workshops, training seminars and tools for tracking contact hours.

TRAINING OPPORTUNITIES RECERTIFICATION

## ANNOUNCEMENTS

Search

### UPCOMING EVENTS

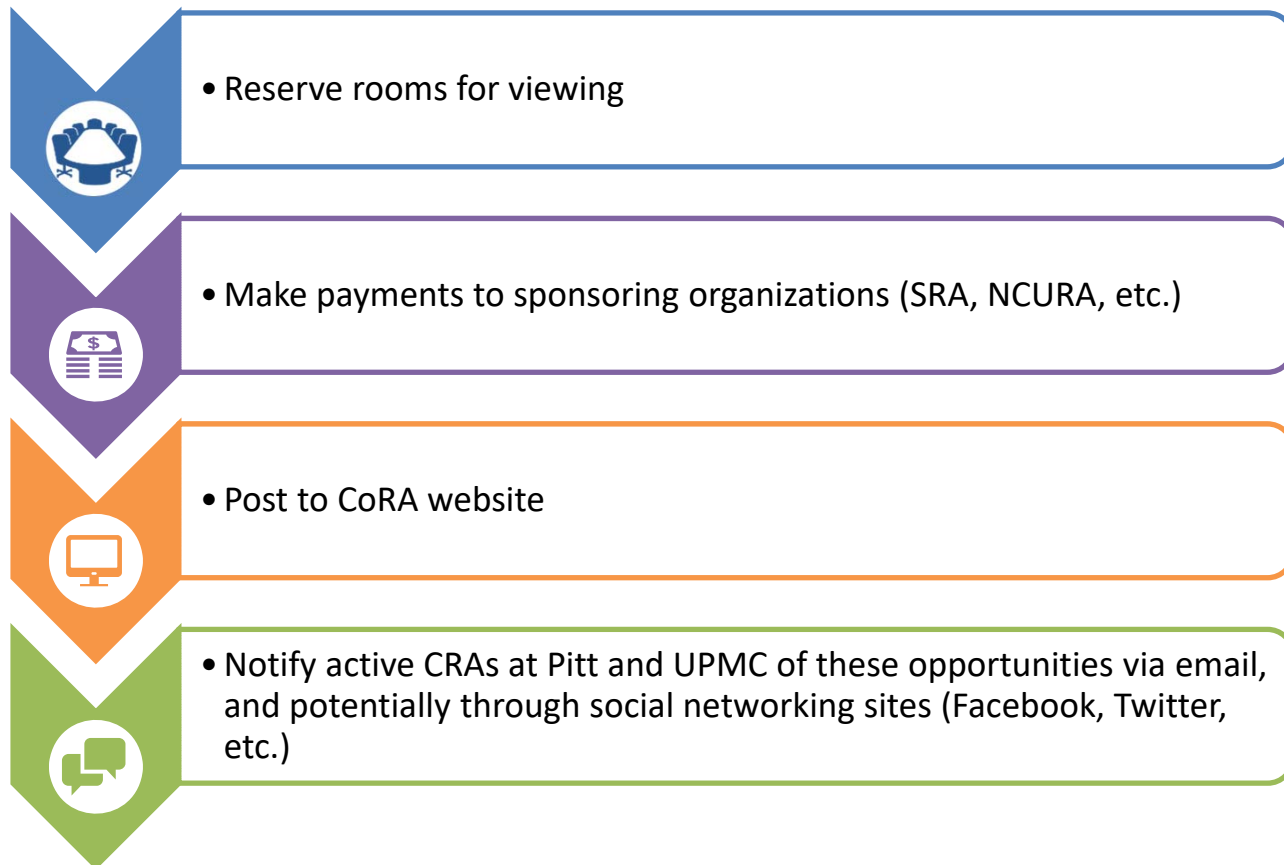


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# Task 3: Purchase and Arrange Webinars

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# Task 4: Serve as Mentors

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Serve as mentors to active CRAs at Pitt and UPMC for the CRA recertification process (including CPRAs and CFRAs)



# Task 5: Host Round-Table Discussions and Presentations

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Focus on various topics related to research administration



Open to anyone from Pitt or UPMC



Presenters and attendees can record this time as CRA contact hours



# Task 6: Monitor Meetings and Provide Certificate of Attendance

- Monitor “selected” meetings
- Manage sign-in sheet
- Provide Certificate of Attendance



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<p>University of Pittsburgh Committee of Research Administrators (CoRA)</p> <p><b>Certificate of Attendance</b></p> <hr/> <p>Name of Program _____</p> <p>Date _____</p> <p>Location _____</p> <p>Research Administrative professionals are awarded _____ contact hours for attending this program.*</p> <p>Name of Attendee _____</p> <p><u>E signature of compliance coordinator?</u> _____</p> <p><small>*CoRA is a University of Pittsburgh Committee created to organize, track, and inform CRAs from the University of Pittsburgh and UPMC of training opportunities to help meet the RACC recertification requirement.</small></p> <p><small>CoRA does not recertify CRAs. All re-certifications hours and proof of said hours are subject to RACC review and acceptance.</small></p>
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# Disclaimer

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- CoRA does not recertify CRA's.
- All recertification hours and proof of said hours are subject to Research Administration Certification Council's (RACC) review and acceptance.

# How Do We Measure Effectiveness

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Number of CRAs



Attendance at CoRA sponsored events



CoRA website number of hits



How many CRAs have been recertified



Presentations at national conferences  
(SRA, NCURA)



# What Has Been Accomplished So Far

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- Website launch – February 2017
- Kick-off lunch – March 3, 2017
- Sponsored webinars
  - Introduction to the SBIR/STTR Program – April 2017
  - Lessons Learned from the First Single Audit Under the Uniform Guidance – May 2017
  - Sub-recipient Monitoring – August 2017
- Fiscal Year's Eve networking event – June 30, 2017
- Research Administrator's Day – September 25, 2017

# Questions and Feedback

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## Questions?

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