



## UNIVERSITY OF MIAMI DESIGNATED PROFESSIONAL RESEARCH ADMINISTRATOR PROGRAM

The Office of Research Administration (ORA) has developed a Research Administration Program to promote a culture of proficiency, integrity and research facilitation. This training program, endorsed by Provost Duerk and University Leadership, will integrate the fundamentals of Research Administration, UM procedures in pre- and post-award, as well as skills in Workday grants management and compliance. A separate communication was previously sent to the individuals who were identified as required participants based on their roles in Workday and/or InfoEd. Registration for the program is now open to other individuals interested in learning more about Research Administration and how to manage grants at the University of Miami.

### SCOPE

The UM Professional Research Administrator program will provide an overview of key concepts related to sponsored programs administration at the University of Miami as well as case studies and specific how-to demonstrations.

#### a) Online Course (Introduction to the Office of Research Administration)

Participants are required to complete an online course entitled Introduction to the Office of Research Administration.

#### b) Three-Day Workshop (Research Administration at the U)

After completion of the online course, a three-day core training entitled Research Administration at the U will follow. The three days are spaced apart to occur over several months. An overview of sponsored projects administration will be presented including: federal regulations governing University awards, preparation of proposals and contract processes, financial and administrative management, closeout and audits, as well as the relevant processes in Workday. Participants will utilize problem-based learning exercises to analyze real-world issues when managing sponsored programs at UM.

Day 1 sessions will be conducted by professional trainers from Stanford University and the University of Maryland. Days 2 and 3 will be conducted by ORA personnel.

#### c) Assessment

After participating in the training program, an assessment will be available for participants who would like to become a University of Miami Designated Professional Research Administrator. Individuals may take the exam up to three times in a one-month period in order to pass.

For any questions or comments regarding the Professional Research Administrator Program, please contact Maria Valero-Martinez at [mvalero@med.miami.edu](mailto:mvalero@med.miami.edu), or 305-284-3866, or reply to this email. Further information is also available on the [ORA website](#).

### REGISTRATION

If you have not previously been contacted for this training and are interested in the UM Research Administration program, please register through [ULearn](#). To access this training, search for the keywords "Research Administration" and select the Research Administration at the U Curriculum. Participants must register for all 3 days. Dates and locations are listed below.

### ALL TRAININGS ARE SCHEDULED FROM 9 A.M. TO 4 P.M.

Day 1	Mon, 2-26-2018	Tue, 2-27-2018	Wed, 2-28-2018
	<b>MEDICAL</b> Bascom Palmer (Jose Berrocal Auditorium)	<b>CORAL GABLES</b> Neuman Alumni Center	<b>RSMAS</b> Auditorium
Make Up Session for Day 1		Wed, 3-14-2018	Fri, 3-16-2018
		<b>CORAL GABLES</b> Gables One Tower 639	<b>MEDICAL</b> Don Soffer Clinical Research Building 1479A
Day 2	Mon, 4-16-2018	Wed, 4-18-2018	Mon, 4-30-2018
	<b>MEDICAL</b> Mailman Center for Child Development Auditorium (8 <sup>th</sup> Floor)	<b>MEDICAL</b> Mailman Center for Child Development Auditorium (8 <sup>th</sup> Floor)	<b>CORAL GABLES</b> Watsco Center - Hurricane 100
Make Up Session for Day 2		Fri, 5-4-2018	Mon, 5-7-2018
		<b>CORAL GABLES</b> Gables One Tower 639	<b>MEDICAL</b> Don Soffer Clinical Research Building 1270A
Day 3	Wed, 5-16-2018	Thu, 5-17-2018	Mon, 5-21-2018
	<b>MEDICAL</b> Mailman Center for Child Development Auditorium (8 <sup>th</sup> Floor)	<b>CORAL GABLES</b> Watsco Center - Hurricane 100	<b>MEDICAL</b> Mailman Center for Child Development Auditorium (8 <sup>th</sup> Floor)
Make Up Session for Day 3		Wed, 5-23-2018	Fri, 5-25-2018
		<b>MEDICAL</b> Don Soffer Clinical Research Building CRB 1270A	<b>CORAL GABLES</b> Gables One Tower 639

Registration is available through [ULearn](#). Keyword: Research Administration.



For additional information, please visit the ORA website at [www.ora.miami.edu](http://www.ora.miami.edu).

If you have any questions, please email us at [ora-si@miami.edu](mailto:ora-si@miami.edu).