Research Administration Working Group: Developing the Future of Training and Learning at Northeastern

Presented by:

Morgan Fielding, Associate Director of Training and Learning

Amanda Humphrey, Chief Research Operations Officer

Northeastern University

Agenda

- Review current training and learning activities offered by NU-RES

- Discuss college and department processes and procedures, including any internal training

- Understand what works with current training and learning initiatives

- Explore future topics or areas of interest that should be addressed

- Open discussion on any previous experience with effective training and learning at other research institutions

Administrative Training and Learning Activities

- Monthly "Brown Bag" Sessions
  - Occurrence: Tuesday's, mid-month, 12:00PM – 12:30PM
  - Objective: Provide updates on both internal and external research administration related happenings

- Monthly "Learn More" Sessions
  - Occurrence: Thursday's, mid-month, 12:00PM – 12:45PM
  - Objective:
    - Provide training regarding internal changes to Northeastern research administration policies and procedures.
    - Provide learning opportunities from other Northeastern business units in relation to research or research administration

- NCURA Webinar Sessions

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What Should NU-RES Know?

- What do you like about the **Brown Bag** sessions?
    - What works?
    - Future topics?
    - Sessions are typically mid-month at 12:00PM on a Tuesday. Does the time work or present barriers to participation?
- What do you like about the **Learn More** sessions?
    - What works?
    - Future topics?
    - What are the barriers to participation? Time? Topics?
- Format: would you attend in person, on campus sessions? If so, what would incentivize you and your colleagues to attend in person sessions?
    - For clarity: these sessions will be offered hybrid/online as well
- If you have worked at other research institutions that offered training and learning, what did you like about it? What was effective about it? Is there something we should consider including in future training and learning initiatives?

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Questions for the Community

- How does research administration news and information get circulated by your college or department?
  - Only to other administrators? Faculty?

- Do you have any current internal trainings for new hires?

- How often do you conduct new PI orientations, and do you cover research administration?

- What types of training materials do you need? Training sessions, tool kits, checklists?
  - What tools do we need for administrators and faculty? Are they the same or different?
  - "Live" hybrid workshops / training sessions versus static online modules

- What level of training do you struggle to find? Entry level, mid-career, advanced?

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Researcher Training and Learning Activities

- Responsible Conduct of Research Training Workshops

  - Occurrence:
    - Fall Semester (September – December) Spring Semester (January – April)

  - Objective: Mandatory requirement for PIs leading or participating in NIH T/K/F awards and is encouraged and open for all researchers and students

  - Goal: Try to expand RCR Training to all researchers regardless of award type

- Topics Covered in 2021 - 2022:
  - Intellectual Property
  - Finance
  - Authorship
  - Wellness and Self-Care
  - Publication
  - Unconscious Bias
  - Research Misconduct
  - Grant Stewardship
  - Data Management
  - Lab Safety
  - Export Controls

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Questions for the Community

- What is the communication structure with your faculty and researchers whether for training and learning or otherwise?

- Have your faculty or students requested any training and learning related to research or research administration? If so, what specifically?

- How are inquiries communicated from students to faculty and beyond?

- Are there effective messaging practices that has enhanced yours or your colleague's communication with faculty and students?

- How can we help promote training and learning activities as a value-added benefit for an individual's job?

Questions?

Thank You!

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