

The RF for SUNY Rapid Ramp Up

Accelerated Learning for RF/SUNY Sponsored Programs Staff



Powered by Society of Research Administrators International, the RF offers access to [a variety of self-paced SRAI courses](#) to help staff learn and grow. Courses range from 1 to 5 hours in duration on topics most relevant to the modern research administration professional. *Take the courses on your own now or watch a recording of a previous virtual classroom event.

- Principles in Proposal Development
- Principles in Pre-Award Research Administration
- Relationships, Roles, and Responsibilities
- Research Compliance Frameworks
- Principles of Award Negotiation and Set-up
- Principles of Post-Award Financial Research Administration
- Introduction to Clinical Studies and Trials
- NIH R Series mGuide
- NIH RPPR mGuide
- Principles of Post-Award Non-Financial Research Administration



The courses you should take depend on the stages of the lifecycle your work focuses on. Please refer to the chart below for general recommendations.

Consult your campus/supervisor for further guidance.

Courses in **bold** are highly recommended. Take these courses first. Ideally in first 90 days. Courses not in bold, take within your first year.

VPRs & Pls	Proposal Preparation & Submission	Award Negotiation & Acceptance	Award Establishment	Award Management & Reporting	Award Close-Out
<ul style="list-style-type: none"> • Principles in Proposal Development • Relationships, Roles, and Responsibilities in Research • Research Compliance Frameworks 	<ul style="list-style-type: none"> • Principles in Proposal Development • Principles in Pre-Award Research Admin. • Relationships, Roles, and Responsibilities in Research Admin. • Research Compliance Frameworks • Principles of Award Negotiation & Set-Up • Principles of Post-Award Financial Research Admin. • Introduction to Clinical Research Mgmt • NIH R Series mGuide • NIH RPPR mGuide • Principles of Post-Award Non-Financial Research Admin. • Principles in Research Development 	<ul style="list-style-type: none"> • Principles in Proposal Development • Principles in Pre-Award Research Admin. • Relationships, Roles, and Responsibilities in Research Admin. • Research Compliance Frameworks • Principles of Award Negotiation & Set-Up • Principles of Post-Award Financial Research Admin. • Introduction to Clinical Research Mgmt • NIH R Series mGuide • NIH RPPR mGuide • Principles of Post-Award Non-Financial Research Admin. 	<ul style="list-style-type: none"> • Principles in Proposal Development • Principles in Pre-Award Research Admin. • Relationships, Roles, and Responsibilities in Research Admin. • Research Compliance Frameworks • Principles of Award Negotiation & Set-Up • Principles of Post-Award Financial Research Admin. • Introduction to Clinical Research Mgmt • NIH R Series mGuide • NIH RPPR mGuide • Principles of Post-Award Non-Financial Research Admin. 	<ul style="list-style-type: none"> • Principles in Proposal Development • Principles in Pre-Award Research Admin. • Relationships, Roles, and Responsibilities in Research Admin. • Research Compliance Frameworks • Principles of Award Negotiation & Set-Up • Principles of Post-Award Financial Research Admin. • Introduction to Clinical Research Mgmt • NIH R Series mGuide • NIH RPPR mGuide • Principles of Post-Award Non-Financial Research Admin. 	<ul style="list-style-type: none"> • Principles in Proposal Development • Relationships, Roles, and Responsibilities in Research Admin. • Research Compliance Frameworks • Principles of Award Negotiation & Set-Up • Principles of Post-Award Financial Research Admin. • Introduction to Clinical Research Mgmt • NIH RPPR mGuide • Principles of Post-Award Non-Financial Research Admin.

Contracts Series: Review and Interpretation of Contractual Terms and Conditions

In this 4-part series, hosted by the RF Office of General Counsel, new sponsored program staff learn how to review and interpret contractual terms by breaking down contracts term by term. Participants learned the basics of research agreements, clinical trial agreements, data use agreements, purchase order terms and conditions, as well as spotting and resolving risk-related terms and conditions such as indemnifications, publication restrictions, subject injury, warranty clauses, intellectual property, confidentiality/non-disclosure provisions and more.

- ❖ If you are responsible for reviewing and interpreting contracts, this series may be right for you.
- ❖ Materials are confidential and Supervisor and General Counsel pre-approval is required.
- ❖ Contact learning@rfsuny.org to request access.

What You Need to Know Agency by Agency

In this 9-part series, you learn to navigate & identify critical parts of a contract and how to find the information you need to be successful.

- ❖ Speak with your supervisor to determine which sessions are right for you based on which agencies your campus works with.

[Watch the series here.](#) [Find materials here.](#)

DOD | NIH | NASA | HRSA | NYS, DEC, DOH, NYSED | Department of Homeland Security | DOJ | Department of Commerce | NSF

Thank You Presenters:

Scott Shurtleff, CO | Michael Nichols, CO | Jennifer Rudes, UMC | Mary Abbey, CO | Tracy Parker, CO | Jerry Gauriloff, UA | George Mossad, UA | Joy Houle, SPO | Anne Baldwin, Geneseo | Lisa Gilroy, BU | Linda Hoke, BU | Jennifer Flanagan, BU

Watch the [Report Center Training Webinar](#) & [Sign up](#) for additional one on one help, as needed

Essential Programs for All Staff

Contact learning@rfsuny.org to find out when the next live sessions will be held or watch the archived recordings now at your own pace.

- [Conflicts of Interest Training](#)
- [New Staff Orientation](#)
 - [Watch Part 1: Inside the RF: Meet Our Departments](#)
 - [Watch Part 2: Corporate Governance and Compliance](#)
- [Leading People Responsibly](#) - Recommended for all supervisors



Design Team: Lisa Gilroy-BU, Jess Berg-BSU, Jennifer Rudes-Upstate, Erinn McDowell-Upstate, Laurian Bradford-DHSU, Michele Canton-SBU, Linda Hoke-BU, Jennifer Flanagan-BU, Sharon Sealy-DHSU, Paulette Ziff-UB, Kim Pietkiewicz-SUNY Poly, Jerry Gauriloff-UA, Sheri Clark, SBU Joseph Bach-UB, Sheila Routh-SBU, Jeffrey Schieder-UB, Mary Kraft-UB, Jennifer Cole-SUNY Poly, Kathleen Caggiano-Siino-CO, Laurel McAdoo-CO, Paula Kaloyeros-UAlbany, Alina Stroia-SBU, Michael Nichols-CO, Scott Shurtleff-CO, Anna Hartz-CO, Tracy Parker-CO, Mark Abbey-CO, Jenna Lehr-CO, Nadia Digges-CO