

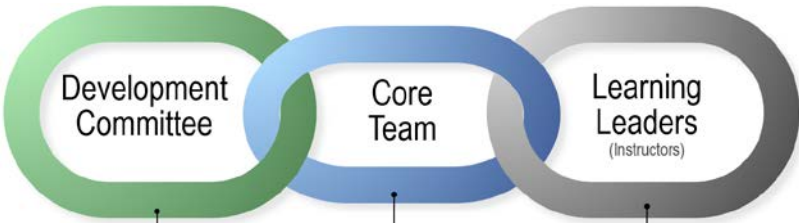
### PROGRAM TEAM

**Sponsor:**  
Office of Research Affairs

**Program Lead:**  
Nicole Joyce, MBA  
Research Administration Training Program Manager

**Team Members:**

PREPARATION PHASE



- 16** Representatives from campus (HS, SIO, GC)
- 1** Training Program Manager  
**2** Student Training Assistants  
**1** Administrative Assistant – 50%
- 70+** Subject Matter Experts from various functional areas

**Purpose:**

To create a comprehensive enterprise-wide research administration educational certification program that establishes and maintains individual and organizational learning and knowledge, skills and behaviors regarding research administration topics, programs and systems and to retain talent and further develop RAs.

# RESEARCH ADMINISTRATION TRAINING PROGRAM

**Business Case:**

UC San Diego is a \$1B a year research institution, with most funding coming from the federal government. Research Administrators (RAs) are the staff that support researchers in getting and managing these dollars as part of sponsored research.

**Problem Statement:**

Increased regulation, demand for accountability from sponsors and pressure to reduce administrative costs and burden makes it difficult to recruit, develop and keep RAs while adequately supporting researchers.

### SCOPE

**In Scope:**

- ✓ All trainings should have a direct correlation with research and research administration

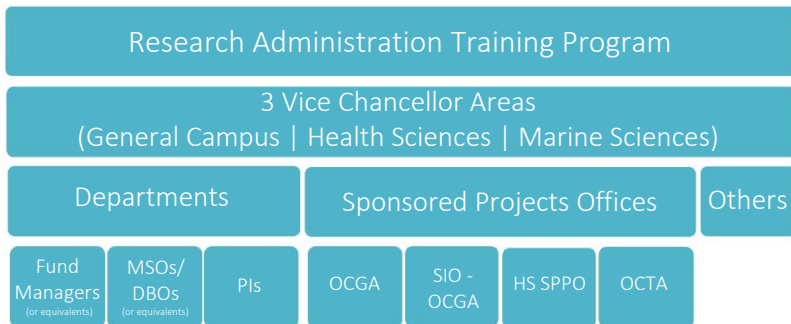
**Out of Scope:**

- ✗ General software skills training (Microsoft Word, Excel, Outlook, etc.)
- ✗ General professional development (leadership, change management, supervisory training, etc.)
- ✗ General mandatory compliance based training (sexual harassment, cyber safety, etc.)

ITERATIVE DESIGN PHASE



### TARGET AUDIENCE



**Strategic Plan**

- Mission
- Vision
- Goals
- Strategies

**Job Cards**

- 114 Cards in 3 VC Areas
- 10 Payroll Titles
- 244 Functions
- 3086 Tasks
- Mind Mapping

**HR Data**

- Tenure
- Career Tracks
- Learning Road Map
- Core Competencies
- Individual Development Plans

**UC Organization**

- Organizational Charts
- New UC San Diego Branding Guidelines

**Life Cycle**

- Pre-Award
- Award Acceptance
- Post-Award
- Closeout
- Research Ethics & Compliance

**Audit Findings**

- Internal
- External

**Research & Resources**

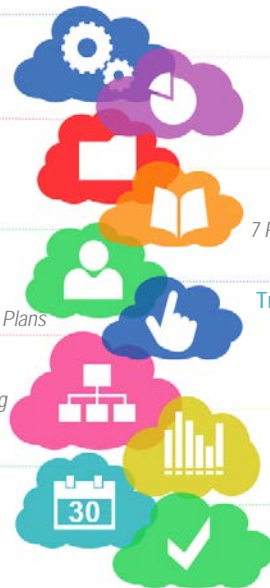
- UC Office of the President
- 10 UC Campuses
- 13 Other Institutions
- 4 Graduate Programs
- 7 Professional Organizations
- 2 Sponsors

**Training Needs Analysis**

- 6 Analytical Components
- White Paper
- IdeaWave Topics
- 4 Level Evaluation
- Reaction
- Learning
- Behavior
- Results

**Training Inventory**

- 619 Courses



ITERATIVE DEV PHASE

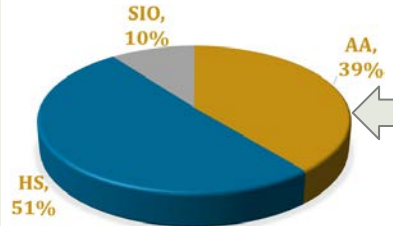


**93% Attendance Rate**

**98% Pass Rate**

**86% Average Percent of Positive Change**

**PARTICIPANTS BY VC AREA YEAR-TO-DATE**



**EVALUATION**

