OSP Training Update

Research Management Mtg (RMM)

November 29th, 2023
Agenda

- Training Team Introductions
- Mapping the Mission
- Training Philosophy & High-Level Timeline
- Onboarding Courses
- Resource Demonstrations
  - New Website
  - Training Video Teaser Trailer
- Next Steps
- Our Gratitude
Meet the Team

**Christyne Anderson**
Associate Director, Training & Compliance Office for Sponsored Programs
crystyne_anderson@harvard.edu

**Azmeena Hashim**
Senior Associate, Higher Education Research
Huron Consulting Group
ahashim@hcg.com

**Jenna Lee**
Consultant Specializing in Research Administration
Huron Consulting Group
jlee@hcg.com

**Katelyn Lippman**
Sponsored Research Education Program Manager
Office for Sponsored Programs
katelyn_lippman@harvard.edu

**Tracey Westervelt**
Director of Research Finance Office for Sponsored Programs
tracey_westervelt@harvard.edu

**Kyli White**
Senior Instructional Designer On Contract, HUIT/Office for Sponsored Programs
kyli_white@harvard.edu
Mission: To provide robust, agile, and up-to-date training that meets the needs of Harvard's sponsored research community.
Training Philosophy

**Onboarding:** University-wide research administration onboarding modules

**Foundational:** Interactive eLearning Introductory courses *(requires Onboarding pre-requisites)*

**Advancement:** Live-Virtual training offerings and other resources for continued education *(requires Foundational pre-requisites)*

**Refreshers:** On-the-spot resources to aid in the completion of a task or as a reminder of information

**Mission:** To provide robust, agile, and up-to-date training that meets the needs of Harvard's sponsored research community.
## Training Philosophy

<table>
<thead>
<tr>
<th>Training Bucket</th>
<th>Target Pupil</th>
<th>Sample Courses</th>
<th>Delivery Method</th>
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| Onboarding      | I’m new to Harvard and need to know basics about the institution and research administration. HELP! <Recommended> *Schools can mandate* | GMAS Basics & Requests  
Intro to OMB Uniform Guidance | Self-Directed eLearning  
Quarterly “Meet & Greets” for new employees |
| Foundational    | What are some basic concepts it would be good to know for my job? <Manager Assigned> | Award Receipt & Setup  
Closeout & Audits | Self-Directed eLearning |
| Advancement     | I’m loving research administration, give me more! <Employee Choice> | Participant Support Costs  
Subrecipient Monitoring | Live-Virtual  
Case Studies  
Panel Discussions  
Q&A Drop-Ins (Office Hours) |
| Refreshers      | Um...how do I do a cost transfer? It’s been a minute since I took that Foundational course... <Employee Choice> | Travel Regulations  
Proposal Submission Checklists  
Cost Transfer How-To | Job Aids  
Infographics  
1-2 pagers  < 3-minute videos |

Over the next 15-18 months, **all high priority** training content will be assessed, refreshed and redesigned in alignment with these training buckets. **Schools and Departments will still be responsible for school-specific process and tool training.**
All current training offerings, as well as refreshed Onboarding content, will be available on the new website by January 2024.
<table>
<thead>
<tr>
<th>Onboarding Course Name</th>
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<tr>
<td><strong>(In recommended order)</strong></td>
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<tr>
<td>Sponsored Basics (sub-set of Overview of Sponsored Programs)</td>
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<tr>
<td>The OMB Uniform Guidance</td>
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<td>Cost Principles and Direct Costs on Sponsored Awards</td>
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<td>Systems Overview</td>
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<td>GMAS Basics</td>
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<tr>
<td>Proposal Development &amp; Submission (sub-set of Overview of Sponsored Programs)</td>
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<tr>
<td>Award Receipt, Negotiation, and Set-up (sub-set of Overview of Sponsored Programs)</td>
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<tr>
<td>Award Management &amp; Closeout (sub-set of Overview of Sponsored Programs)</td>
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<td>Compliance Fundamentals (sub-set of Overview of Sponsored Programs)</td>
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<td>Intro to Procurement</td>
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<td>Federal Travel Regulations</td>
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<td>Intro to Cost Transfers</td>
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<td>Effort Essentials</td>
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<td>Welcome to Harvard and Live Q&amp;A</td>
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What is it?
▪ Live-virtual onboarding course for all new Harvard employees whose job encompasses (wholly or in part) research administration functions.
▪ The goal is to provide a forum to welcome new research administrators to Harvard and review onboarding training content.
▪ Duration: 50 minutes

What are the Objectives?
▪ Demonstrate key concepts from onboarding courses.
▪ Ask questions pertaining to research administration at Harvard.
▪ Use interactive knowledge check (such as polling) to keep attendees engaged!

How often will it be offered?
▪ Quarterly: February, May, September, November
▪ First course targeted for February 2024

Who will be asked to facilitate/monitor?
▪ The OSP training team will facilitate.
▪ SMEs will be invited to attend, but no preparation is required.
Website Demo and Teaser Trailer

Teaser Trailer

• Preview of the January 8th launch
• Fourteen onboarding courses, new website, refreshed content

Training Website Demo

• Easy-to-find training and refresher content
• Links to school and department training resources
• Using CampusPress Platform- will be an easy transition in the future
Next Steps

Achievements to Date:
- Conducted Training Survey and analyzed 117 responses to aid in mission/philosophy development
- To ensure our training program is effective and produces the intended results, early iterations of training content were reviewed, including:
  - Over 100 current training courses and related resources
  - Re-platformed Onboarding Courses were further reviewed and the OSP Training team:
    - Resolved over 1,000 comments from more than 35 subject matter experts.
    - Ensured continuity between all content
- Several platforms and software tools were explored for accessibility and diverse ways to offer training resources
- Developed new website to establish the trainings as more intuitive and easier to navigate

Remaining Goals:
- Review and re-platform remaining Foundational and Advanced Courses (75+ training courses and resources remain to be reviewed).
Our Gratitude

Thank you to everyone who has been involved thus far, particularly:

- Sponsored Core Training Team
  - Lauren Ferrell
  - Amy Maltzan
  - Jennifer Neira
  - Eleanor Kuszmar
  - Rachel Link
- HSPH Learning & Development Team
Thank you!