

OSP Training Update

Research Management Mtg (RMM)



November 29th, 2023

Agenda

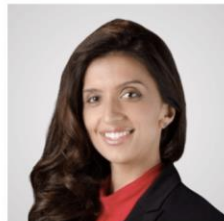
- Training Team Introductions
- Mapping the Mission
- Training Philosophy & High-Level Timeline
- Onboarding Courses
- Resource Demonstrations
 - New Website
 - Training Video Teaser Trailer
- Next Steps
- Our Gratitude

Meet the Team



[Christyne Anderson](#)

Associate Director, Training & Compliance
Office for Sponsored Programs
christyne_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



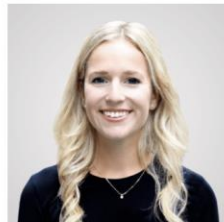
[Katelyn Lippman](#)

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

Mapping the Mission

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



**YOU SPOKE,
WE LISTENED.**

TRAINING REFRESH

OSP PRESENTS...

- New Training Website
- Updated Content
- Variety of Learning Materials
- Training Guidance & Roadmaps

FEATURING A NEW MASCOT:
OZZY OSPREY

**JANUARY
2024**

Training Philosophy



Onboarding: University-wide research administration onboarding modules



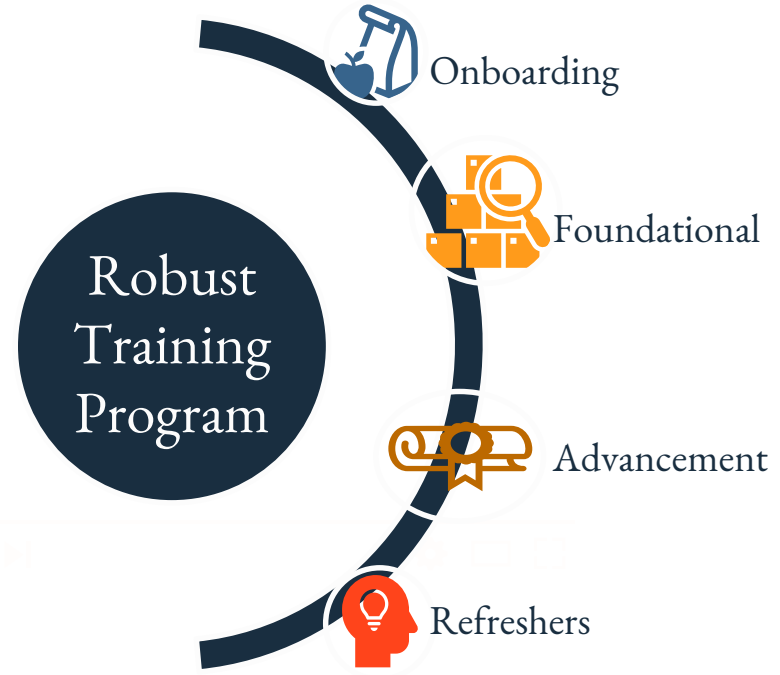
Foundational: Interactive eLearning Introductory courses (*requires Onboarding pre-requisites*)



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



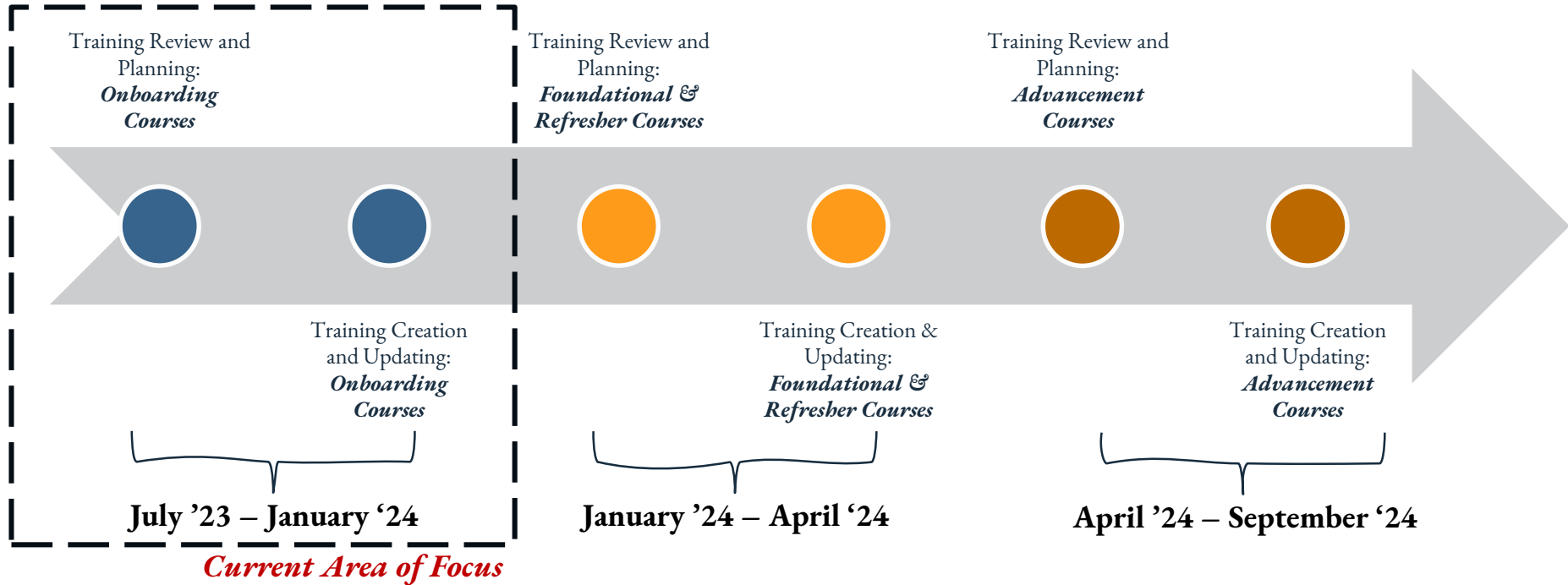
Mission: To provide robust, agile, and up-to-date training that meets the needs of Harvard's sponsored research community.

Training Philosophy

Training Bucket	Target Pupil	Sample Courses	Delivery Method
 Onboarding	<i>I'm new to Harvard and need to know basics about the institution and research administration. HELP!</i> <Recommended> *Schools can mandate	<ul style="list-style-type: none"> GMAS Basics & Requests Intro to OMB Uniform Guidance 	<ul style="list-style-type: none"> Self-Directed eLearning Quarterly “Meet & Greets” for new employees
 Foundational	<i>What are some basic concepts it would be good to know for my job?</i> <Manager Assigned>	<ul style="list-style-type: none"> Award Receipt & Setup Closeout & Audits 	<ul style="list-style-type: none"> Self-Directed eLearning
 Advancement	<i>I'm loving research administration, give me more!</i> <Employee Choice>	<ul style="list-style-type: none"> Participant Support Costs Subrecipient Monitoring 	<ul style="list-style-type: none"> Live-Virtual Case Studies Panel Discussions Q&A Drop-Ins (Office Hours)
 Refreshers	<i>Um...how do I do a cost transfer? It's been a minute since I took that Foundational course...</i> <Employee Choice>	<ul style="list-style-type: none"> Travel Regulations Proposal Submission Checklists Cost Transfer How-To 	<ul style="list-style-type: none"> 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.*

Training Refresh Timeline



All current training offerings, as well as refreshed Onboarding content, will be available on the new website by January 2024.



Onboarding Courses



Onboarding Course Name

(In recommended order)

Sponsored Basics (sub-set of Overview of Sponsored Programs)

The OMB Uniform Guidance

Cost Principles and Direct Costs on Sponsored Awards

Systems Overview

GMAS Basics

Proposal Development & Submission (sub-set of Overview of Sponsored Programs)

Award Receipt, Negotiation, and Set-up (sub-set of Overview of Sponsored Programs)

Award Management & Closeout (sub-set of Overview of Sponsored Programs)

Compliance Fundamentals (sub-set of Overview of Sponsored Programs)

Intro to Procurement

Federal Travel Regulations

Intro to Cost Transfers

Effort Essentials

Welcome to Harvard and Live Q&A

Proposed Plan for a Live Onboarding Course

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

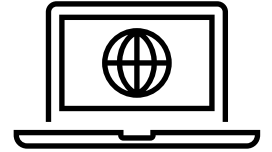
Who will be asked to facilitate/monitor?

- 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

A graphic announcement for a training refresh. It features a dark blue background with white and yellow text. A hand holding a megaphone is on the right. A yellow starburst contains the date 'JANUARY 2024'. A small circular inset shows a mascot bird.

**YOU SPOKE,
WE LISTENED.**

TRAINING REFRESH

OSP PRESENTS...

- New Training Website
- Updated Content
- Variety of Learning Materials
- Training Guidance & Roadmaps

FEATURING A NEW MASCOT:
OZZY OSPREY

**JANUARY
2024**

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!

