




## Policy on ORA Continuing Education

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Signature of Approver:	Dr. Robert Nobles:  Date: 04/22/2025

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#### I. Introduction

The Office of Research Administration's (ORA) mission is to provide collaborative administrative support, efficient systems, and technical expertise to facilitate scholarship, research, and discovery within the Emory community from inception through application and dissemination. To achieve this mission, ORA and research administration professionals must engage in at least fifteen (15) contact hours of continuing education each fiscal year (September 1 – August 30). Engagement in continuing education ensures administrative staff are current with industry trends and guidance while positioning staff to successfully

support Emory's research enterprise. Additionally, continuing education promotes individual growth and expands individual opportunities within the industry.

## II. PURPOSE

This mandatory training policy ensures that all ORA and research administrative staff have the necessary knowledge, skills, and expertise to provide effective and efficient support for sponsored scholarship, research, and discovery. Through a commitment to fifteen (15) continuing education contact hours each fiscal year, this policy aims to keep research administrative professionals updated on industry trends, federal and institutional regulations, and best practices. The policy further seeks to foster individual professional growth and to expand career opportunities within the research administration field. This concerted effort is integral to ORA's commitment to operational excellence, superior customer service, and support of Emory's research enterprise.

## III. Applicability

This Policy applies to all Office of Research Administration (ORA) and Emory Research Administrative Staff.

## IV. Policy Details

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### Total Hour Requirement

All ORA and research administrative staff must engage in a minimum of fifteen (15) contact hours of continuing education each fiscal year. The fifteen (15) hours must consist of one (1) hour of continuing education in team building and twelve (12) hours within the lifecycle of research administration.

### *Team Building (TB) Requirement*

Of the fifteen (15) required contact hours, one hour (1) must be in Team Building.

New employees within their first year of starting employment in ORA, must take "Creating an Environment of Courtesy and Respect (CECR)" and an equivalent team building course. Emory's Human Resources (HR) offer these courses four times a year, with training facilitated by the ORA.

After meeting the CECR/TB requirement, employees can satisfy the annual Team Building contact hour requirement through Emory University or other relevant educational sessions.

### *Research Administration Requirement*

Of the fifteen (15) required contact hours, twelve (12) hours must fall within the lifecycle of research administration as depicted in Figure 1. All ORA staff and research administrative staff must have a baseline understanding of the lifecycle of sponsored projects administration regardless of ORA or Research Administrative Services (RAS) unit, job title, level of experience, or how daily work activities intersect with sponsored programs.

Figure 1. The following grant lifecycle wheel shows areas that count toward the twelve (12) hours of continuing education in research administration.



**Research Development** (e.g., communication of research and funding opportunities, proposal writing/editing, strategic research advancement, support of collaborative/team science)

**Pre-Award** (e.g., proposal development, budget development, proposal review, proposal submission, just-in-time requests, eRA systems for proposal submission)

**Post-Award Non-Financial** (e.g., award acceptance, award negotiation, award setup, award modifications, technical reporting, award closeout, subaward management, effort reporting/management, eRA systems for award administration)

**Sponsored & Non-Sponsored Agreements** (e.g., development, review, and/or execution of clinical trial agreements, industry-sponsored agreements, and non-financial agreements such as material transfer agreements, data use agreements, etc.)

**Post-Award Financial** (e.g., accounting, financial compliance, fiscal management, invoicing, financial reporting, financial closeout)

**Regulatory Compliance** (e.g., training related to the use of animals or humans in research, biosafety, responsible conduct of research tenants, conflict of commitment and conflict of interest, Export Control regulations, research security, and data management/security)

### Continuing Education Mechanisms

Continuing education contact hours can be earned by participating in professional development and formal and informal training activities that contribute to the employee's working body of knowledge and skills. Activities may be in-person or virtual and may include opportunities such as those listed below. Note that the list below provides a sample of diverse types of educational opportunities that count toward the continuing education requirement.

- Completing the Research Administration @ Emory (RAE) Certificate Program
- Completing Emory system training (e.g., Compass, Insight)
- Completing SRAi LevelUP elective courses
- Attending or presenting Emory webinars, workshops, conferences, and discussions such as:
  - Team Building Workshops and Webinars
  - Spring Training & Dragon Award Conference
  - Emory ORA Research Week
  - Leadership & Organizational Development (LOD) opportunities
  - ORA Boot Camps
  - Educational opportunities available in Emory's learning management system, Brainier
  - Tuesday Tech Tips
- Attending or presenting other (non-Emory) University-sponsored events such as:

- Georgia Research Administrators NeTwork (GRANT) Conference
- New York University Research Administration Demonstration (RAD) Series
- Attending sponsoring agency conferences and workshops such as:
  - NIH Regional Conferences & Seminars
  - NSF Webinars & Updates
  - Industry-sponsored events
- Attending or presenting discussions, webinars, workshops, and conferences, and authoring scholarly articles for or reading publications from professional associations, organizations, and societies such as:
  - American Association for Laboratory Animal Science (AALAS)
  - Association of Clinical Research Professionals (ACRP)
  - Association for Talent Development (ADT)
  - Association for University Technology Managers (AUTM)
  - Association of University Export Control Officers (AUECO)
  - Council on Governmental Relations (COGR)
  - Federal Demonstration Partnership (FDP)
  - National Council of University Research Administrators (NCURA)
  - National Organization of Research Development Professionals (NORDP)
  - Occupational Safety and Health Administration (OSHA)
  - Public Responsibility in Medicine and Research (PRIM&R)
  - Society of Research Administrators International (SRAi)
- Attending or presenting during study groups or review sessions for professional certifications, or earning professional certifications from organizations such as:
  - Association of Clinical Research Professionals (ACRP)
  - Health Care Compliance Association (HCCA)
  - Occupational Safety and Health Administration (OSHA)
  - Research Administrators Certification Council (RACC)
  - Society of Clinical Research Associates (SoCRA)
  - Society of Corporate Compliance and Ethics (SCCE)
- Completing or developing Collaborative Institutional Training (CITI) modules in research, ethics, compliance, etc.
- Attending or delivering continuing education relevant to the employees' tasks such as:
  - Agile Management
  - Lean Six Sigma Green or Black Belt
  - Program Management
- Developing or delivering training for technical and soft skills such as:
  - Use of Excel, Microsoft Copilot, etc.
  - Developing Objectives and Key Results (OKRs)

#### Tracking and Documenting Continuing Education Contact Hours

ORA and research administrative staff are responsible for tracking and documenting continuing education contact hours. If no documentation is available (such as CEUs, certificates, or other proof of attendance), employees should use a reasonable estimation of hours.

For example, employees can document 1.5 contact hours for attending a 1.5-hour online seminar or learning session. For producing scholarly articles, employees should log the amount of time spent

researching and writing. For reading scholarly articles, employees should use a reasonable approximation, such as 0.25 contact hours for a short article (1-5 pages) and 0.5 contact hours for articles 6-10 pages.

Emory's learning management system, Brainier, allows users to generate reports that detail learner activity, including course titles, descriptions, and completion dates. These reports can be used to provide official documentation of continuing education hours taken via Brainier.

For continuing education activities outside of Brainier, use the Continuing Education Contact Hours Tracking Log to assist in tracking, documenting, and reporting progress toward the continuing education requirement.

#### Reporting Continuing Education Contact Hours

Supervisors are responsible for overseeing employees' progress toward the fiscal year continuing education requirement. Progress toward the continuing education requirement is a performance indicator, and as such, employees should make tracking logs available to their supervisor during routine and formal evaluation periods. If requested by the supervisor, employees should provide backup documentation. Backup documentation may include certificates, CEUs, SRAi microlearning credentials, written proof of training completion, and reports from Brainier.

### V. Definitions

#### Contact Hour

Educational measurement of the amount of time an individual participates in an organized educational experience for continuing education. One (1) hour of participation = one (1) contact hour.

#### Continuing Education Unit (CEU)

Educational measurement utilizing criteria from the International Association for Continuing Education and Training. One CEU is equal to 10 contact hours (or 600 minutes) of an educational activity.

### VI. Related Links

Brainier Learning Management System Access

<https://campserv.emory.edu/employee-portal/learninganddevelopment.html>

Continuing Education Contact Hours Tracking Log

[ora\\_ce\\_contact\\_hours\\_tracking\\_log.xls](#)

Current Version of This Policy

<https://ora.emory.edu/guidance/policies.html>

Emory University Human Resources

<https://hr.emory.edu/eu/index.html>

## VII. Contact Information

Subject	Contact	Phone	Email
Clarification of Policy	Office of Research Administration (ORA) Strategic Optimization and Training (SOT)	407-572-1794	<a href="mailto:lisa.wilson@emory.edu">lisa.wilson@emory.edu</a>

## VIII. Revision History

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