Policy on ORA Continuing Education

Subject: Continuing Education Requirements

Issued by Department: Strategic Operations and Training (SOT)
Policy No. ORA 1.0
No. of Pages: 4
Distribution: ORA and RAS Units/Departments
Review/Revise Date February 20, 2023
Effective Date February 21, 2023
Responsible Official(s) Vice President for Research Administration
Senior Director, Strategic Operations & Training
Signature of Approver: Dr. Robert Nobles: Date: 2/21/23

Policy Sections
I. Introduction
II. Applicability
III. Policy Details
IV. Definitions
V. Related Links
VI. Contact Information
VII. Revision History

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
professionals must engage in at least 32 hours of continuing education each fiscal year (September 1 – August 31st). Engagement in continuing education ensures ORA staff are current with industry trends and guidance while positioning ORA staff to successfully support Emory’s research enterprise. Additionally, continuing education promotes individual growth and expands individual opportunities within the industry.

Applicability
This Policy applies to all Office of Research Administration (ORA) Staff.

Policy Details

Continuing Education Requirement

All ORA staff must engage in a minimum of 32 hours of continuing education each fiscal year. Of those 32 hours, 12 hours must fall within the lifecycle of research administration as depicted below. Because ORA staff intersect with sponsored projects, all ORA staff must have a baseline understanding of the lifecycle of sponsored projects administration regardless of ORA unit, job title, level of experience, or how daily work activities intersect with sponsored programs.

Research administration continuing education may be in the following areas:

- **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)

- **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, data management/security)

- **Technology Transfer** (e.g., work involving intellectual property resulting from research such as inventions and patents, copyrights, computer software, unpatented materials, and royalty sharing)
Continuing Education Mechanisms

ORA employees can earn continuing education credits 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:

- Completing the Research Administration @ Emory (RAE) Certificate Program, including additional LevelUp Modules
- Attending or presenting Emory webinars, workshops, conferences, and discussions such as:
  - Leadership & Organizational Development opportunities
  - Emory Research Week
  - Dragon Awards & Spring Training Conference
  - Systems training in the Emory Learning Management System (ELMS)
- 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 webinars, workshops, and conferences, and authoring scholarly articles for or reading publications from Professional Associations, Organizations, & Societies such as:
  - 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)
  - 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)
  - 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
- Attending or delivering RA or Continuing Education relevant to the employees’ Unit 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 and similar tools
  - Effective communications
  - Problem-solving skills
Tracking Continuing Education Hours
ORA staff are responsible for tracking and documenting continuing education hours. If no documentation is available (such as CEUs or certificates), employees should use a reasonable estimation of hours. For example, employees can log 1.5 contact hours for attending a 1.5-hour online seminar or learning session. For producing scholarly articles, employees should log 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.

Documenting Continuing Education Hours
Use the Continuing Education Contact Hours Tracking Log to assist in tracking, documenting, and reporting progress toward the continuing education requirement.

Reporting Continuing Education 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 direct supervisor during routine and formal evaluation periods. If requested by the supervisor, employees should provide backup documentation. Employees may provide backup documentation such as certificates, CEUs, SRAi LevelUP Badges, written proof of training enrollment/completion, and reports from Emory’s Learning Management System.

Definitions
n/a

Related Links
Current Version of This Policy: [https://ora.emory.edu/guidance/policies.html](https://ora.emory.edu/guidance/policies.html)

Continuing Education Contact Hours Tracking Log (ORA 1.1): [https://ora.emory.edu/_includes/documents/sections/guidance/policies/ora_ce_contact_hour_tracking.xls](https://ora.emory.edu/_includes/documents/sections/guidance/policies/ora_ce_contact_hour_tracking.xls)

Contact Information

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

Revision History
- Version Published on February 21, 2023