



## Policy on ORA Continuing Education

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Signature of Approver:	Dr. Robert Nobles:  Date: 8/30/2024

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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 professionals must engage in at least thirty-two (32) contact hours of continuing education each fiscal year (September 1 – August 30). 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.

## II. PURPOSE

This mandatory training policy ensures that all ORA staff have the knowledge, skills, and expertise to support scholarship, research, and discovery endeavors effectively. Through a commitment to thirty-two (32) continuing education contact hours each fiscal year, this policy aims to keep ORA professionals updated on industry trends, federal and institutional regulations, and best practices, thereby enhancing administrative support. 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) Staff.

## IV. Policy Details

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### Continuing Education Requirement

#### *Total Hour Requirement*

All ORA staff must engage in at least thirty-two (32) continuing education contact hours each fiscal year. The 32-hour requirement must consist of one (1) hour of continuing education in Diversity, Equity, and Inclusion and twelve (12) hours within the lifecycle of research administration.

#### *Diversity Equity & Inclusion (DEI) Requirement*

Of the thirty-two (32) required contact hours, one hour (1) must be in DEI.

New employees must take "Creating an Environment of Courtesy and Respect (CECR)" and "Implicit Bias (IB)" training within their first year of employment in ORA. Emory's Human Resources (HR) and the Office of Diversity, Equity, and Inclusion (DEI) offer these courses four times a year, with training facilitated by the ORA Social Justice Working Group (SJWG).

After meeting the CECR/IB requirement, employees can meet the yearly requirement of one (1) contact hour in DEI through participation in DEI activities within or outside of Emory University.

#### *Research Administration Requirement*

Of the thirty-two (32) required contact hours, twelve (12) hours must fall within the lifecycle of research administration, as depicted in Figure 1. Because ORA staff intersect with sponsored projects, all ORA staff must have a baseline understanding of the sponsored projects administration cycle regardless of ORA 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

ORA employees can earn continuing education contact hours 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 include opportunities like those listed below. The list below provides a sample of diverse educational opportunities that count toward the continuing education requirement.

- Completing the Research Administration @ Emory (RAE) Certificate Program, including additional SRAi LevelUp Modules
- Attending or presenting Emory webinars, workshops, conferences, and discussions such as:
  - Certified Research Administrator (CRA) Study Program
  - Diversity, Equity, and Inclusion (DEI) opportunities offered by Emory’s Office of Diversity, Equity, and Inclusion or other internal offering
  - Dragon Awards & Spring Training Conference
  - Emory’s Research Week
  - Leadership & Organizational Development (LOD) opportunities
  - ORA Boot Camps

- Systems training in the Emory Learning Management System (ELMS)
- 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' Unit, such as:
  - Agile Management
  - Lean Six Sigma Green or Black Belt
  - Program Management
- Self-study for certification programs
- Developing or delivering training for technical and soft skills such as:
  - Use of Excel and similar tools
  - Effective communications
  - Critical thinking skills
  - Developing Objectives and Key Results (OKRs)

## Tracking Continuing Education Contact Hours

ORA staff are responsible for tracking and documenting continuing education contact hours. Employees should estimate hours reasonably if no documentation is available (such as CEUs, certificates, or other proof of attendance). For example, employees can log 1.5 contact hours for attending a 1.5-hour online seminar. Employees should use a reasonable approximation for reading or producing scholarly articles, such as 0.25 contact hours for reading a short article (1-5 pages) and 0.5 contact hours for reading 6–10-page articles.

## Documenting Continuing Education Contact 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 Contact Hours

Supervisors are responsible for monitoring employees' progress toward meeting their continuing education requirements each fiscal year. Employees who exceed the required continuing education hours may carry forward up to eight (8) additional hours into the next fiscal year.

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 Emory's Learning Management System (Brainer) reports.

## 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 the International Association for Continuing Education and Training criteria. One CEU equals 10 contact hours (or 600 minutes) of activity.

## VI. Related Links

Current Version of This Policy: <https://ora.emory.edu/guidance/policies.html>

Continuing Education Contact Hours Tracking Log (SOT 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)

Emory University Office of Diversity, Equity, and Inclusion: <https://diversity.emory.edu/>

Emory University Human Resources: <https://hr.emory.edu/eu/index.html>

Social Justice Working Group Training: <https://ora.emory.edu/sjwg/resources/training.html>

## VII. Contact Information

Subject	Contact	Phone	Email
Clarification of Policy	Office of Research Administration (ORA) Strategic Operations 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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