

# € TRAINING

Research Administration

A photograph of four smiling professionals in a meeting. A woman in a black top and beaded necklace is in the foreground, looking towards the camera. Behind her are three other people (two men and one woman) in white shirts, looking towards the right. The background is a bright, modern office setting. A large blue curved graphic element is overlaid on the top and right sides of the image.

9 - 13 December 2024  
Tbilisi (Georgia)



# Research Administration

REF: K2405 DATE: 9 - 13 December 2024 Venue: Tbilisi (Georgia) - Fee: 5830 Euro

## Introduction:

This training program provides comprehensive education and skill development for professionals involved in managing research projects and grants. Through this program, individuals are equipped to effectively navigate the complex landscape of research funding and administration, ensuring the successful execution of research initiatives.

## Program Objectives:

At the end of this program, participants will be able to:

- Identify funding opportunities and develop competitive proposals.
- Manage sponsored awards throughout their lifecycle.
- Manage research finances in a compliant and efficient manner.
- Ensure that research is conducted in compliance with all applicable regulations.
- Understand and apply research ethics principles.

## Targeted Audience:

- Research administrators.
- Clinical research coordinators.
- research support staff who are new to the field or who are looking to update their skills.

## Program Outlines:

### Unit 1:

#### Intellectual Property and Technology Transfer:

- Overview of intellectual property IP and its importance in research.
- Types of intellectual property patents, copyrights, trademarks.
- Intellectual Property IP ownership and rights in research projects.
- Technology transfer and its role in commercializing research.

- Patenting process and requirements.
- Licensing agreements and technology commercialization.
- IP protection and strategies.
- Case studies of successful technology transfer and commercialization.

## Unit 2:

### Managing Funder Requirements:

- Understanding various funding agencies and their missions.
- Overview of grant and contract compliance.
- Proposal development and submission processes.
- Budget development and justification.
- Funder-specific requirements e.g., NIH, NSF, DOE.
- Cost principles and allowable expenses.
- Reporting and progress updates to funding agencies.
- Compliance with grant terms and conditions.

## Unit 3:

### Subawards and Subcontract Management:

- Introduction to sub-awards and subcontracts.
- Subaward vs. vendor agreement distinctions.
- Subrecipient selection and monitoring.
- Flow-down of prime award terms and conditions.
- Financial management of sub-awards.
- Reporting and documentation for sub-awards.
- Subrecipient audits and compliance.

## Unit 4:

### Identifying and Managing Risks in Research Administration:

- Types of risks in research administration.
- Risk assessment and mitigation strategies.
- Legal and regulatory risks.
- Financial and budgetary risks.
- Ethical and compliance risks.
- Crisis management and contingency planning.
- Insurance and liability considerations.

## Unit 5:

### Collaborative Research and Inter-Institutional Agreements:

- Types of collaborative research arrangements e.g., consortia, partnerships.
- Negotiating collaborative research agreements.
- Roles and responsibilities of collaborating institutions.
- Intellectual property and data sharing in collaborative research.
- Conflict resolution and dispute management.
- Compliance and reporting in collaborative projects.
- Case studies of successful collaborative research initiatives.