Welcome to the inaugural issue of RA Hub News!

On October 5, Vice President for Research Maria Zuber hosted a breakfast for MIT’s research administrators to mark the launch of a new initiative within the VPR in support of research administration. The new function will serve as a hub – connecting research administrators across the campus and providing enhanced customer service and education.

The newly-created Research Administration Support Team will work collaboratively with the Office of Sponsored Programs, the Office of the Vice President for Finance, and all of campus to offer a broad range of programs and services in support of the MIT research administration community. Over time, the scope of the RA hub will expand to include pipelines development and talent management, enhancing the career development of administrators.

The charge to the team is to serve as an essential point of contact for resources to support administrators in their critical role of supporting of MIT’s world-class faculty and research.

Look for future issues that will feature updates from OSP and VPF, career spotlights, tips and tricks and inspired content.
Meet the RA Support Team!

Meet the members of the new RA Team: Carol Wood Director of Research Administration Support, Kim Mann, Manager of Research Administration Support; Ian Cariolo and Rosemary Hanlon, Senior Research Administration Support Specialists; and Carole Trainor, Senior Training Specialist. Collectively, they bring more than 100 years of experience at MIT in several departments, labs and centers, as well as OSP and IS&T.

From left to right: Rosemary Hanlon, Carole Trainor, Ian Cariolo, Kim Mann, & Carol Wood

KC-Help transforms to RA-Help

Our new support initiative is to serve as a hub – to make the connection between your question and the person best able to provide the answer. Whether you are a new or a seasoned research administrator, a project or task appears in your in-box that you have never done before. We’ve all been there – stuck – not sure where or how to start, and your google-searching MIT web pages brings back way too many results! While we may not have all the answers, we are committed to helping you. Whether we find the information you need, find another person who can assist you, or help you sign up for the class you may not have known existed...we’ll be there for you.

New Research Administration Educational Offerings

One of our team goals is creating new educational offerings with an emphasis on providing opportunities for making connections. It’s time we recognize each other’s faces as well as, or better than user ID’s and email addresses! Our first new offerings include time and opportunities for networking and discussion with peers. There is so much knowledge available among you – so much to share!

Topics in Research Administration focus on broad issues of interest to research administrators and are intended to expand your knowledge and support your development. These are not necessarily topics or issues that you encounter every day, but will serve to broaden your perspective and prepare you for your next role.

Research Administration Practices (RAP) sessions will provide the skills you can use in your day-to-day work – these are the ‘micro’ view compared to the Topics in RA ‘macro’ view. RAP sessions are targeted, skills-based, educational offerings in a class/workshop style. These sessions include participation in the forms of know-how, real-life examples, checklists and more - from departmental administrators, OSP, VPF and VPR.

All of our educational offerings are available for registering via the Atlas Learning Center.
Thanks for Participating

Thanks again to everyone who came to the breakfast on October 5th. We are busy reviewing and processing all of the feedback and suggestions from the table discussions. Your valuable input will help prioritize our next moves, and we will share a report of the feedback in the next newsletter. For now, here’s a sampling of comments on likes & dislikes about the event from the follow-up survey:

- Liked the opportunity to meet people from across campus, even liked the assigned seats so we met new people
- Beginning of a continuing effort to bring the RA Community together
- Liked hearing Prof. Zuber speak on her vision and current situation in Washington
- Stick to the allotted timeframe

The Research Administration (RA) Hub Launch Event

For those who were not able to attend the breakfast on October 5th, here are a few photos from the event held at the MIT Walker Memorial.

Photos courtesy of Kiirja Paananen and Corey Schenck
Educational Offerings for Research Administrators
(registry via atlas.mit.edu – MIT Certificate required)

Topics in Research Administration
Primer on Intellectual Property
Speaker: Lesley Millar-Nicholson
Gifts vs. Grants; Research vs. Non-Research
 Speakers: Claude Canizares, Richelle Nessralla, Shawna Vogel

RAP Sessions (Research Administration Practices)
NIH Proposal Preparation: Tips & Resources
Speaker: Lesley Millar-Nicholson
Oct 10
NSF Proposal Preparation: Tips & Resources
Oct 19
Non-Federal Proposal Preparation: Tips & Resources
Nov 14
Assertive Communication for RA’s
Nov 29
Industrial Proposal Preparation: Tips & Resources
Dec 11

Kuali Coeus Proposal Training
Budget: rates & personnel
Speaker: Lesley Millar-Nicholson
Oct 18
Non-S2S Proposals (two 1/2-day sessions)
Speaker: Richelle Nessralla
Oct 24-25
Budget: rates & personnel
Nov 8
System-To System Proposals (two 1/2-day sessions)
Dec 5-6

Fundamentals of Sponsored Programs
Post Award Management
Speaker: Lesley Millar-Nicholson
Oct 11
Financial Conflict of Interest (COI)
Nov 15
Sponsored Project Closeout
Dec 13

Financial Management & Post Award Administration
Intro to Travel & Expense Reporting
Oct 17
Intro to Sourcing, Contracts, & Procurement
Oct 17
Intro to Financial Review & Control
Web

Questions, email address is: RA-Help@mit.edu
RA Support website is: research.mit.edu/mit-research-administration-hub