**Mission Statement**

The Office of the Vice President for Research is committed to providing high-quality professional development opportunities and resources to the university’s research constituents, including faculty members, postdoctoral associates, research administrators, and students. In today’s environment of increasing regulations, training and oversight are important throughout the life of a research project, from finding funding, proposal development, and submission to post-award compliance and management.

**Goals and Objectives Achieved for FY 2011**

Work with the Research Information Technology Systems group to implement a system to track compliance with the National Science Foundation (NSF) and National Institutes of Health (NIH) Responsible Conduct of Research training requirements.

**Goal accomplishment:** The Office of Research has made significant progress in creating a mechanism for tracking undergraduate and graduate students and postdoctoral associates who are required to complete a responsible research conduct course. The Office of Research has been working with Virginia Tech Applications Information Systems (AIS) to create a process to link projects that are subject to the Responsible Conduct of Research training requirements and individuals paid from those project. This linkage will lead to reports that will enable more precise tracking of training compliance.

Conduct at least six tours for Office of Research staff to meet with the faculty and staff at various labs, centers, and institutes to learn about their research, build relationships, and strengthen our customer service focus.

**Goal accomplishment:** The Office of Research faculty and staff visited with various departments and institutes to learn more about the research conducted at Virginia Tech. Faculty members and staff met with many scientists and toured the Virginia Bioinformatics Institute, the Edward Via Virginia College of Osteopathic Medicine facilities including the Simulation and Technology Center, William Hopkins’ Wildlife Ecotoxicology and Physiological Ecology Lab, and other sites.

Develop a Certified Research Administrator study team and website targeting individuals at Virginia Tech who are interested in and qualified to sit for the Certified Research Administrator exam, managed by the Research Administrators Certification Council.

**Goal accomplishment:** The Certified Research Administrator (CRA) study team was launched in August 2010. In FY 2011, 12 individuals passed the CRA exam and are now certified by the Research Administrators Certification Council, an independent certifying body. The CRA designation demonstrates a broad knowledge of all aspects of research administration, including project development and administration, legal requirements and sponsor interface, financial management, and general management, among other topics.

Develop a plan for maintaining and updating the Pre- and Post-Award Professional Development Matrix for the Office of Sponsored Programs.

**Goal accomplishment:** The Office of Sponsored Programs has named a committee tasked with maintaining and further developing the Pre- and Post-Award Professional Development Matrix. This tool is designed to provide consistent training for research administrators to ensure high-quality service to internal and external customers.
**Goals and Objectives for FY 2012**

- Develop a strategic plan for future growth of research education that includes a professional development portfolio outlining the current and future research education opportunities available to faculty, staff, and students at Virginia Tech.

- Continue to expand online offerings to faculty, staff, and students by adding two asynchronous workshops to the Office of Research Professional Development website.

- Continue development of automated tracking of responsible conduct of research training to include automated email notification.

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### Outcomes 2010-2011

<table>
<thead>
<tr>
<th>Workshop sessions</th>
<th># offered</th>
<th># served</th>
</tr>
</thead>
<tbody>
<tr>
<td>(face-to-face)</td>
<td>133</td>
<td>1,183</td>
</tr>
<tr>
<td>Online workshops</td>
<td>70</td>
<td>521</td>
</tr>
<tr>
<td>(synchronous)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online workshops</td>
<td>552</td>
<td>1,198</td>
</tr>
<tr>
<td>(asynchronous)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITI Responsible Conduct of Research Online Courses</td>
<td>5</td>
<td>543</td>
</tr>
<tr>
<td>Public Responsibility in Medicine &amp; Research IRB 250 Conference</td>
<td>1</td>
<td>65</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>761</strong></td>
<td><strong>3,510</strong></td>
</tr>
</tbody>
</table>

The number of courses offered consists of individual courses that were scheduled by various units within the Office of the Vice President for Research. These courses include online courses that can be accessed anytime (asynchronous). The number of participants served may include individuals who were counted multiple times for completing multiple courses.

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### Additional Accomplishments

- Research-focused workshops offered in partnership with the Faculty Development Institute by more than 20 Office of Research employees include: research policies, budgeting, cost sharing, conflict of interest, managing federal contracts, human subjects research, grant writing (NSF, NIH), education, outreach and diversity programs, finding funding, technology transfer, using visualization tools, and keeping a lab notebook.

- External workshops were hosted to address federal budget priorities, doing business with the Department of Defense, how to write a winning NSF CAREER proposal, advancing the level of inquiry in teaching and learning, project evaluation, and more.

- William Knocke, associate vice president for research, has launched a Proposal Development Institute that includes grant-writing workshops, mixers to encourage research collaboration, individual consultations, mentorship, and visits with program directors at federal agencies. The institute targets early-career faculty members in all academic colleges.

- 9 faculty members completed a three-day faculty development workshop on “Life Cycle of a Sponsored Project: Research Administration,” which included courses on finding funding, grant writing, budgeting, Grants.gov, NIH, NSF, and post-award compliance.

- More than 20 Level I Virginia Tech Research Administrator Certificates were issued, bringing the total certificates issued since the program’s inception to more than 180. More than 12 Level II Virginia Tech Research Administrator Certificates were issued, bringing the total issued since the program’s inception to more than 125.

- The number of workshops and courses offered and the number served is significantly higher than last year. The individual courses offered through the Collaborative Institutional Training Initiative (CITI) were counted and the number of students taking the courses due to the NSF/NIH requirement was well over 500; the AALAS online database offered by the Office of Research Compliance was added. The site offers more than 500 individual courses and more than 1,000 courses were completed. We increased the number of online options using Adobe Connect Meeting, which increased the number of participants significantly. In terms of face-to-face sessions, we counted the Jackson Laboratory seminar and the VTSPA meetings, which are designed to educate the campus community about current and upcoming research policies, procedures, and regulations.