LEVEL I CERTIFICATE COMPLETION CHECKLIST

Name:	Depart./Unit:			

Course Title	Enrollment Instructions	Live or On-Demand	Quiz Grade	Workshop Date
Understanding the World of Sponsored Programs (Overview of OSP)	Register for either the **live or on-demand** session at www.training.vt.edu			
Virginia Tech Research Policies	Register for either the **live or on-demand** session at www.training.vt.edu			
Budgeting for Grants and Contracts	Register for either the **live or on-demand** session at www.training.vt.edu			
Accessing Banner Data Used in Research Administration	Register for either the **live or on-demand** session at www.training.vt.edu *on-demand version is titled "Banner & Research Administration"		N/A	
Uniform Guidance	Register for the **on-demand** session at www.training.vt.edu.	On-Demand	N/A	
Basics of Cost Sharing	This training is available **online only** at https://www.research.vt.edu/professional-development/archive.html	On-Demand		
Post-Award Compliance Issues	This training is available **online only** at http://www.research.vt.edu/professional-development/archive/index.php	On-Demand		
Personnel Costs on Sponsored Projects	Register for either the **live or on-demand** session at www.training.vt.edu			
Human Subjects Research Compliance	This training is available at https://www.citiprogram.org on-demand. Participants can take either the Biomedical or the Social and Behavioral course whichever one best fits their portfolio	On-Demand		
Responsible Conduct of Research	This training is available at https://www.citiprogram.org on-demand.	On-Demand		

INSTRUCTIONS

The Virginia Tech Research Administration Program, sponsored by the Office of the Vice President for Research and Innovation, is a voluntary training program that consists of a total of 10 subject areas. This program is designed for all employees who currently perform duties related to research administration. Each course will be a comprehensive tutorial that will provide information pertinent to research administration at Virginia Tech. The checklist above has been created to assist you in tracking your progress through the program.

- To register for a live or Virginia Tech internal on-demand course, go to www.training.vt.edu, then view by category, click on the Office of the VP for Research, select the session you're interested in and choose one of the available dates. We also have additional on-demand (i.e., prerecorded) trainings available in Courseware. To register and access these prerecorded courses, go to www.training.vt.edu, then view by category, click on the "Office of the VP for Research," select the session you're interested in and choose one of the available dates. **The course titles for our on-demand trainings are preceded by the acronym "OVPRI-Recording" but all course titles for our live trainings are preceded by the acronym "OVPRI." You will receive an email confirmation for each enrollment containing a link to the recording. Courses hosted by CITI can be accessed using** https://www.citiprogram.org**.**

- Participants who are pursuing the certificate of completion will be required to take a quiz for each workshop (except for Banner and Uniform Guidance) and obtain a score of 100% (Responsible Conduct of Research and Human Subjects courses only require a passing score of 80% or better). Participants can take the quiz multiple times as necessary.

- All quizzes can be found on the Virginia Tech Research Administrator Canvas Site https://canvas.vt.edu/courses/46766 (except the Responsible Conduct of Research and Human Subjects Research quizzes, which are embedded in CITI). For instructions on how to access Canvas go to http://www.research.vt.edu/professional-development/programs/research-administrator/how-do-i/.

- Research is a rapidly evolving landscape, therefore we ask that all workshops be completed within a two-year period to count towards either the Level I or Level II certificate programs. Courses can be re-taken anytime and completed in any order. There are no prerequisites for participating in any of the workshops and those not pursuing the certificate of completion are not excluded from attending any of the workshops.

- Once you have completed the program please send a copy of this completed checklist along with your certificate of completion for Human Subjects Research Compliance and Responsible Conduct of Research to Quinn Steen at qsteen@vt.edu. For questions call 540-231-2336.