

## Level II Certificate Completion Checklist

Name:		Depart./Unit:		
Course Title	Enrollment Instructions	Live or On-Demand	Quiz Grade	Workshop Date
<b>*Required Workshops</b>				
*Export and Sanctions Training for Administrative Staff	Register for either the <b>live or on-demand</b> session at <a href="http://www.training.vt.edu">www.training.vt.edu</a>			
*The Good, the Bad, and the Ugly of Executing and Managing Federal Contracts	Register for either the <b>live or on-demand</b> session at <a href="http://www.training.vt.edu">www.training.vt.edu</a> (listed as “Executing and Managing Federal Contracts” in Coursewhere)			
<b>Electives (choose 3 electives)</b>				
Advanced Cost Sharing	Register for either the <b>live or on-demand</b> session at <a href="http://www.training.vt.edu">www.training.vt.edu</a>		N/A	
Grants.gov System to System Submissions: Cayuse Training	Register for either the <b>live or on-demand</b> session at <a href="http://www.training.vt.edu">www.training.vt.edu</a>		N/A	
Building the NIH Grant	Register for either the <b>live or on-demand</b> session at <a href="http://www.training.vt.edu">www.training.vt.edu</a>		N/A	
Building the NSF Grant	Register for either the <b>live or on-demand</b> session at <a href="http://www.training.vt.edu">www.training.vt.edu</a>		N/A	
Finding Funding	Register for either the <b>live or on-demand</b> session at <a href="http://www.training.vt.edu">www.training.vt.edu</a>		N/A	
Handling NIH Proposal Submissions and After Award Compliance	Register for either the <b>live or on-demand</b> session at <a href="http://www.training.vt.edu">www.training.vt.edu</a>		N/A	
Handling NSF Proposal Submissions and After Award Compliance	Register for either the <b>live or on-demand</b> session at <a href="http://www.training.vt.edu">www.training.vt.edu</a>		N/A	
Strengthening Your Grant Proposal: Broader Impacts Criterion	Register for either the <b>live or on-demand</b> session at <a href="http://www.training.vt.edu">www.training.vt.edu</a>		N/A	
Individual Conflicts of Interest & Commitment	Register for either the <b>live session</b> at <a href="http://www.training.vt.edu">www.training.vt.edu</a> or <b>on-demand</b> at <a href="https://www.research.vt.edu/content/dam/research_vt.edu/coi/files/1_vt_instructions_citi_coi.pdf">https://www.research.vt.edu/content/dam/research_vt.edu/coi/files/1_vt_instructions_citi_coi.pdf</a>		N/A	
Other-	Register for either the <b>live or on-demand</b> session at <a href="http://www.training.vt.edu">www.training.vt.edu</a>		N/A	

## Instructions

The Virginia Tech Research Administration Level II Certificate Program, sponsored by the Office of the Vice President for Research and Innovation, is a voluntary training program that consists of a total of 2 required core courses and 3 electives. This program is designed for research administrators that currently perform a wide variety of compliance, financial, and business services aimed at advancing the research mission of Virginia Tech. In the Virginia Tech Research Administrator Level II Certificate Program you will delve into more advanced research administration issues that build upon the Level I program and work experience. The electives allow you to customize the program to suit your responsibilities and interest. The simple checklist above has been created to assist you in tracking your progress through the program.

- To register for a course, go to [www.training.vt.edu](http://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 (ie. prerecorded) trainings available in Courseware. To register and access these prerecorded courses, go to [www.training.vt.edu](http://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.**
- Participants who are pursuing the certificate of completion will be required to take a quiz only for the two required courses and obtain a score of 100%. There are no quizzes associated with the elective courses. Participants can take the quiz multiple times as necessary.
- All quizzes can be found on the VT Research Administrator Canvas Site <https://canvas.vt.edu/courses/46766> . 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 to Quinn Steen at [qsteen@vt.edu](mailto:qsteen@vt.edu) and Vicky Ratcliffe at [vratcliffe@vt.edu](mailto:vratcliffe@vt.edu). For questions call 540-231-2336.