Goals and Objectives Achieved for FY 2012

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

Goal Accomplishment: The Office of Research, in collaboration with Application Information Systems (AIS), developed a process for tracking individuals supported on NSF and NIH projects that required training in responsible conduct of research. The Office of Research information technology group created a web interface that allows administrators and investigators to view training completion records of individuals supported on sponsored projects. As individuals are added to the payroll for NSF or NIH specific projects, this new system sends automated email notifications regarding the training requirement on a predetermined schedule. This has allowed the Office of Research, departmental administrators, and investigators to increase compliance with the responsible conduct of research training requirement.

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.

Goal Accomplishment: The Office of Research continues to grow its research education online presence to include an online archive of sessions and descriptions of the various certificate programs offered to the university community. The Office of Research understands the need for training and research education opportunities that allow for on-demand access to information. As a result, the office continues strategically leverage technology to offer additional workshops with synchronous and asynchronous opportunities so that faculty, staff, and students can participate in training anywhere, anytime.

Outcomes for 2011-2012

<table>
<thead>
<tr>
<th>Workshop sessions (face-to-face)</th>
<th>169</th>
<th>1,675</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online workshops (synchronous)</td>
<td>100</td>
<td>486</td>
</tr>
<tr>
<td>Online workshops (asynchronous)</td>
<td>502</td>
<td>2,316</td>
</tr>
<tr>
<td>CITI Responsible Conduct of Research Online Courses</td>
<td>40</td>
<td>1,100</td>
</tr>
<tr>
<td>Total faculty members and staff served</td>
<td>811</td>
<td>5,577</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 (asynchronously). The number of participants served may include individuals who were counted multiple times for completing multiple courses.
**Additional Accomplishments**

◆ The number of sessions offered and the number of individuals served continue to rise as federal sponsors increase training requirements as a condition of award. In FY12, the number of completed online courses through the Collaborative Institutional Training Initiative (CITI) increased to more than 70% from the previous year. This is primarily attributed to the National Science Foundation’s requirement that all postdoctoral associates and students conducting research complete responsible conduct of research training. This year, the Office of Export and Secure Research Compliance began using CITI for general export and sanctions online training, reaching over 300 faculty and staff members. Additionally, the Institutional Biosafety Committee (IBC) began using online training via CITI to meet minimum requirements as mandated by National Institutes of Health, Centers for Disease Control, and the university for research or teaching projects/programs involving the use of biohazardous materials. Awareness training specifically targeted to animal care staff, emergency response personnel, and service/repair personnel was also made available. In FY12, more than 350 courses related to biosafety and biosecurity were completed.

◆ In response to the new Public Health Service regulations and subsequent change in the University’s conflict of interest policy 13010, the Office of Research developed, in collaboration with the Provost’s office, an online asynchronous conflict of interest tutorial. The tutorial will allow investigators to meet the new training requirement on-demand. This tutorial will undergo pilot testing and will launch in August of 2012.

◆ The Office of Research continues to offer study sessions and materials for individuals seeking to pursue the Certified Research Administrator professional designation. The Certified Research Administrator Study Team targets 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. The Certified Research Administrator (CRA) study team was launched in August 2010. Since the program’s inception 20 individuals have taken and passed the CRA exam. Many participated in part or in whole in the study team.

◆ Research focused workshops offered in partnership with the Faculty Development Institute, institute and departmental partners included topics such as research policies, budgeting, cost sharing, conflict of interest, managing federal contracts, human subjects research, grant writing, education, outreach and diversity programs, finding funding, post-award compliance, and technology transfer.

◆ The Office of Sponsored Programs and the Research Administration Systems Team trained over 300 faculty and staff members on the new Cayuse 424 system that was implemented in FY2012. Cayuse makes it easier for researchers to submit proposals by providing auto-filling of faculty profiles and interactive error-checking in a streamlined interface to Grants.gov and Research.gov.

◆ Approximately 15 faculty members participated in faculty development tracks titled “The New Age of Interdisciplinary Projects: Designing, Proposing and Managing Interdisciplinary Research” and “Life Cycle of a Sponsored Project: Research Administration,” which included courses on finding funding, grant writing, collaborative writing, project management, and proposal submission best practices.

**GOALS AND OBJECTIVES for FY 2013**

*Continue to expand online offerings to faculty, staff, and students by increasing the number of synchronous and asynchronous workshop offerings to the campus community.*

*Collaborate with Information Technology and Application Information Systems to develop a system to manage the new Conflict of Interest training requirement and any future federally mandated training requirements.*

*The Office of Research will serve as host of the FY13 Virginia Chapter of the Society of Research Administrators. The goal of this event is to bring research administrators from across the state together to expand our knowledge of best practices in research administration.*