




TO: Associate Deans for Research
Chairs and Directors

FROM: Dr. Michael R. Van Scott 
Interim Vice Chancellor

DATE: 1 December 2021

SUBJECT: Required Training for Departmental Research Administrators

Compliance Monitoring and Strategic Initiatives (CMSI) is tasked with developing training for sponsored project managers/administrators across the University. Initially, this training will focus on unit level financial administration. A new training series, ***Basics of Department Research Administration (BDRA)***, introduces sponsored project management concepts and practices via Cornerstone modules and TEAMS-based class sessions. This series will ultimately contain modules addressing pre-award, post-award, project management, effort, and closeout. Five modules are currently available; an additional four post-award modules will launch this winter.

It is essential that ECU personnel engaged in any aspect of proposal submission and/or financial management of sponsored programs have appropriate training. Full details of the program are available at go.ecu.edu/bdra.

Who Must Complete Training

- Current designated department research administrators who are managing at least \$100,000 in active projects and/or at least five active projects are required to complete the entire BDRA series within one year after being notified of this requirement directly.
- New employees designated as department research administrators and/or Hub personnel starting employment on or after September 1, 2021, are required to complete the entire BDRA series within one year of employment.

Identification of Personnel

CMSI will compile data from Banner on July 1 and January 1 to identify individuals requiring training. The associate deans for research, Center and Institute directors, and department chairs will be provided with a list of identified personnel. You have received this e-mail because you supervise personnel likely to be included in the training requirement as of January 1, 2022. Please let CMSI know if you would like a copy of the preliminary list.

Personnel to be trained will be notified individually of the training requirements. CMSI will assist with monitoring progress toward completion.

Waivers

A "Training Waiver Request" form is available at the BDRA home page. Waiver Requests will require approval of both the chair and associate dean for research. Final approval will be determined by CMSI. Justifications for waivers should relate to circumstances in which identified personnel are no longer (or soon will not be) significantly involved in sponsored project management. Exceptions due to workload will be considered but may not be approved.

Please direct questions and comments to CMSI@ecu.edu.