Sponsored Programs Academy for Continuing Education
S.P.A.C.E.

Course Start- February 9, 2021
Course End- June 22, 2021
Capacity- 60
Certificate tracks: Fundamentals and Advanced
Course Completion Time: 6 months (Min) - 18 months (Max)
Location: Online/Virtual

COURSE OVERVIEW

The S.P.A.C.E. Research Administration Certificate Program offers comprehensive training to ensure that members of the Rutgers research community have a solid understanding of the university's processes. The courses available through this program will guide you through the various stages of a sponsored program's lifecycle, including pre- and post-award management, compliance, risk management, intellectual property, and more.

GETTING STARTED

Participants must FIRST select and enroll in one of the two certificate tracks: **SPACE100- Fundamentals (S.P.A.C.E.) Certificate Program or SPACE300- Advanced (S.P.A.C.E.) Certificate Program.** **THESE LINKS SHOULD ONLY BE USED BY PARTICIPANTS COMPLETING THE ENTIRE COURSE. THESE ARE NOT MODULES.** Each certificate track requires participants to complete ALL *applicable* modules within **18 months** from the start of the first module to receive a certificate of completion. There is no charge to participants or their departments for enrollment into the program. **WHAT NEXT?** Once participants enroll in the preferred certificate track, based on the criteria listed in the course descriptions below, they must then: Enroll in **SPACE101** - Introduction to Sponsored Programs, and then in either the **Fundamentals** (SPACE110-130) or **Advanced** (SPACE310-330) modules and finally in **ALL SEVEN supplement modules** (SPACE200-SPACE250). **SPACE100 and SPACE300** will only be used to track participants' progress. Upon completion, the S.P.A.C.E. Certificate Program will be marked "finished" and credit will be applied to the participant's transcript to show achievement. Participants can also register for only those modules that fit their training needs; however, no certificate will be offered, and enrollment will be subject to availability.

S.P.A.C.E. Prerequisite (SPACE 101)- This half day (4 hour) module is mandatory for all participants enrolled in the certificate course. The first segment will provide an overview of the Office for Research and the role of each unit in providing services to the university research administration community. In the second segment of this module, Research and Sponsored Programs will provide an overview of proposal basics, budget preparation, compliance, negotiation and non-financial requirements. Also covered will be information on corporate sponsored awards support; specifically, corporate research contract review, negotiation and lifecycle management support provided by Research Contract Agreements (RCA). Research Financial Services (RFS) office will also provide an overview of central financial accounting functions and post-award administration support services for the university's sponsored programs and other restricted funds, including the coordination of effort certification processes. Curriculum includes project reconciliations, award specifics, closeouts, effort certification, and cost transfers. Other topics from the mandatory supplements will also be briefly covered based on instructor availability.

- SPACE101- Introduction to Sponsored Programs

S.P.A.C.E. Fundamentals Certificate (SPACE100): The fundamentals modules will provide a basic overview of the various components of research administration, specifically the initial stages of the lifecycle of sponsored programs. Information covered will include pre-award, post award, clinical trials and contracts administration. These **instructor-led 3 hour modules** are offered to assist newly hired employees, existing employees assuming a new role, or those serving in any other entry level research administration capacity with learning the basics about conducting research at Rutgers.

- SPACE110- Fundamentals of Lifecycle of Sponsored Programs- Pre-Award Administration
- SPACE120- Fundamentals of Lifecycle of Sponsored Programs- Post Award Administration
- SPACE130- Fundamentals of Lifecycle of Sponsored Programs- Contracts/IRB Fees

S.P.A.C.E. Advanced Certificate (SPACE300): The advanced modules will offer a deep dive look into the life cycle of sponsored programs with an added focus on budget preparation. It will be assumed that those registered for this track already have substantial knowledge and proven skills in the subject areas. These **instructor-led 2-3 hour modules** are offered to assist managers, administrators and those serving in any other supervisory level research administration capacity with understanding the various intricacies of conducting research at Rutgers.

- SPACE310- Advanced- Sponsored Programs- Pre-Award Administration-A Closer Look (3 hours)
- SPACE311- Advanced- Budget Preparation- A Closer Look (2 hours)
- SPACE320- Advanced- Sponsored Programs- Post-Award Administration -A Closer Look (3 hours)

S.P.A.C.E. Supplemental Modules: These modules are **mandatory** for all participants to complete their certificate. These instructor-led **2-3 hour modules** are offered to foster a greater level of understanding and overall awareness of the university policies and procedures as it pertains to sponsored programs. Topics covered will range from uniform guidance, overview of RAPSS, export control, compliance, risk management, intellectual property, and corporate engagement.

- SPACE200- Uniform Guidance (3 hours)
- SPACE205- Introduction to RAPSS (2 hours)
- SPACE210- Research Compliance (2hours)
- SPACE220- Export Controls (2 hours)
- SPACE230- Risk Management/Privacy & Ethics (2 hours)
- SPACE240- Intellectual Property (2 hours)
- SPACE250- Corporate Engagement/CEC (2 hours)

Total modules to complete certificate:

Fundamentals Certificate- 11 modules
Advanced Certificate- 11 modules

END OF COURSE EVALUATION: As part of the course completion requirements, registrants will be asked to complete an online comprehensive end of course (EOC) assessment. This assessment is a valuable tool used to gauge learners' retention, knowledge, and skills of content covered. It will also be used to foster a greater level of learner preparedness and overall program success. Registrants must receive at least a **70%** to complete the course. The assessment will be administered shortly after the final class.

ATTENDANCE POLICY: Our attendance policy allows for one absence per semester. As long as the absence has been **communicated with one of the training program facilitators, the class has been or is dropped 24hrs in advance, and the participant does not appear as a no show on the attendance roster for the missed class**, they may be excused. However, this excusal will be contingent upon the individual's ability to complete the assessment given at the end of the course with at least a **70%**. If accomplished, participants will still have an opportunity to participate in the EOC ceremony and receive their certificate. **Missing more than one class will exclude participants from this exception**.

While we strongly encourage participants to complete each module within the course, we also understand that things happen and want to ensure that we allow for as much fairness and flexibility as possible.

On behalf of the Office for Research, we are excited that you have decided to take this journey with us and we look forward to working with you!

To begin, REGISTER HERE: https://hrservices.rutgers.edu/crs/ (Business and Research Administration)

- S.P.A.C.E. Training Team