



Research Administration Day (RAD Week) 2020

June 8 - 12

“For the Record” in Research Administration



SESSION DESCRIPTIONS 100 Level Sessions – Introductory

Session ID: RAD 101

Day/Time: Monday, June 8, 10:00 – 11:30 AM

Title: Introduction to Research Administration

Location: Online: link to be provided

Presenter: Lan Chan-Marples, Research Facilitator, Research Services Office

Description: This workshop is suitable for administrators who are new to the world of research funding and administration at the University of Alberta. The Research Administration Process of a Grant will be unpacked from an administrator’s perspective and guidance provided on how you can help make the process run most efficiently and effectively. The presentation will focus on what you need to know to get you started in your new research administrator role.

- Learning Outcomes:**
- At the end of this session, attendees will have a better understanding of the RSO Research Administration Process, including RSO forms and online grant management systems and when to use them.
 - Attendees will also have an opportunity to ask questions specific to the stream of research funding they support.



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SESSION DESCRIPTIONS 100 Level Sessions – Introductory

Session ID:	RAD 102
Day/Time:	Tuesday, 10:00 – 11:30 AM
Location:	Online: link to be provided
Title:	Research Expenses Eligibility and Compliance
Presenter:	<i>Martine Desrochers</i> , Research Facilitator, Research Services Office Denise Baker , Research Facilitation Support Administrator, Research Services Office
Description:	An introductory level session about eligible and compliant expenses that use various sponsor guides, the new <i>Tri-Agency Guide to Financial Administration</i> and the <i>University of Alberta Policies and Procedures Online (UAPPOL)</i> website. We will review what constitutes appropriate back up documentation and complete justification. Participants will be advised on the procedure to follow if an ineligible or noncompliant expense is charged to a research grant.
Learning Outcomes:	Attendees will have a better understanding of assessing eligibility and what constitutes compliance.

Research Administration Week (RAW) 2020

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SESSION DESCRIPTIONS 200 Level Sessions – Intermediate

Session ID:	RAD 201
Day/Time:	Wednesday, 10:00 – 11:30 AM
Location:	Online, link to be provided
Title:	Privacy, Archives, Records & Information Security - PARIS
Presenters:	James Franks - University Records Archivist, Library and Museums - Information Resources and Extension Instructor GE, Faculty of Extension - Government Studies Mary Golab – Director, Information & Privacy Office Shelley Garrett - Information Assurance and Compliance Analyst, Provost & Vice-President (Academic) - Information Technology
Description:	The session is designed to provide a plain-language overview of these responsibilities and expectations. It will also include reinforcement of the following UAPPOL policies and procedures. <ul style="list-style-type: none">· Access to Information and Protection of Privacy Procedure· Information Technology Use and Management Policy (appropriate use policy)· Encryption Procedure· Preserving and archiving university information
Learning Outcomes:	The training reviews some best practices, tips and tools to help new and current employees do their jobs in an effective, efficient and compliant manner.

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SESSION DESCRIPTIONS 300 Level Sessions – Advanced

Session ID:	RAD 302
Day/Time:	Thursday, June 11, 10:00 – 11:30 AM
Location:	Online, link to be provided
Title:	Research Statistics and Historical Trends and Analysis Using Tableau
Presenters:	<i>Chandra Wanigaratne</i> , Director, Logistics and Business Services, Supply Management Services
Description:	Demonstrate how to use the research information available in Acorn Tableau to answer questions a Faculty or department may have about their overall research trends and statistics relating to proposals and awards, revenues and expenditures. Users can also view the research proposals and projects behind the trends and statistics.
Learning Outcomes:	<ol style="list-style-type: none">1. Familiarize users with the research information available in Tableau Acorn.2. Give users a basic understanding of how to use the Tableau software.

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SESSION DESCRIPTIONS 300 Level Sessions – Advanced

Session ID: RAD 301

Day/Time: Friday, June 12, 10:00 – 11:30 AM

Location: Online, link to be provided

Title: Donations: What are they? How do I accept them?

Presenters: *Angela McCormick*, Research Facilitator, Research Services Office.

Description: Has your research caught the attention of a prospective sponsor? Are they willing to fund your research with no strings attached? Woo hoo! It sounds like you might have a donation. This session will explain the difference between a donation and a grant, and also explain the process for accepting research donations at the University of Alberta. It might also feature a cameo from weirdo cat Jimmy!

Learning Outcomes:

- Understand the difference between a grant and a donation
- Understand what steps need to be taken in order to accept a donation