



TURAC 2024⁺

Connection • Collaboration • Cohesion

Choose Your Own Adventure: Careers in Research Administration

Samaneh Moeini, Shana McClelland, and Lisa Allen

04/16/2024

Land Acknowledgement Statement

“Arizona State University, Northern Arizona University, and the University of Arizona collectively acknowledge that the campuses are situated on the ancestral lands of twenty-two federally recognized tribes located across Arizona. These universities collectively honor the past, present, and future generations of Native Americans, who have lived here for millennia and will forever call this place home. Committed to diversity, the institutions integrate Indigenous knowledge into their practices and strive to cultivate sustainable relationships with Native Nations through education, partnerships, and community service.”





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Your Presenters



Samaneh Moeini, CRA

Lead Pre-Award Research
Administrator
Office of Sponsored Projects
Northern Arizona University



Shana McClelland, CRA

*Director, Training & Program
Improvement*
Research, Innovation & Impact
The University of Arizona



Lisa Allen, CRA

*Associate Director, Research
Administration*
College of Health Solutions
Arizona State University



Learning Objectives



Identify career paths open to research administrators and ways to determine the needed skills and knowledge to enter those careers.



Understand key factors influencing career success and apply real-world strategies to advance your career aspirations.



Identify general and institution-specific resources available to grow your knowledge of research administration and career paths.





Career Paths

What many think



1
NEW!

2
JUNIOR

3
SENIOR

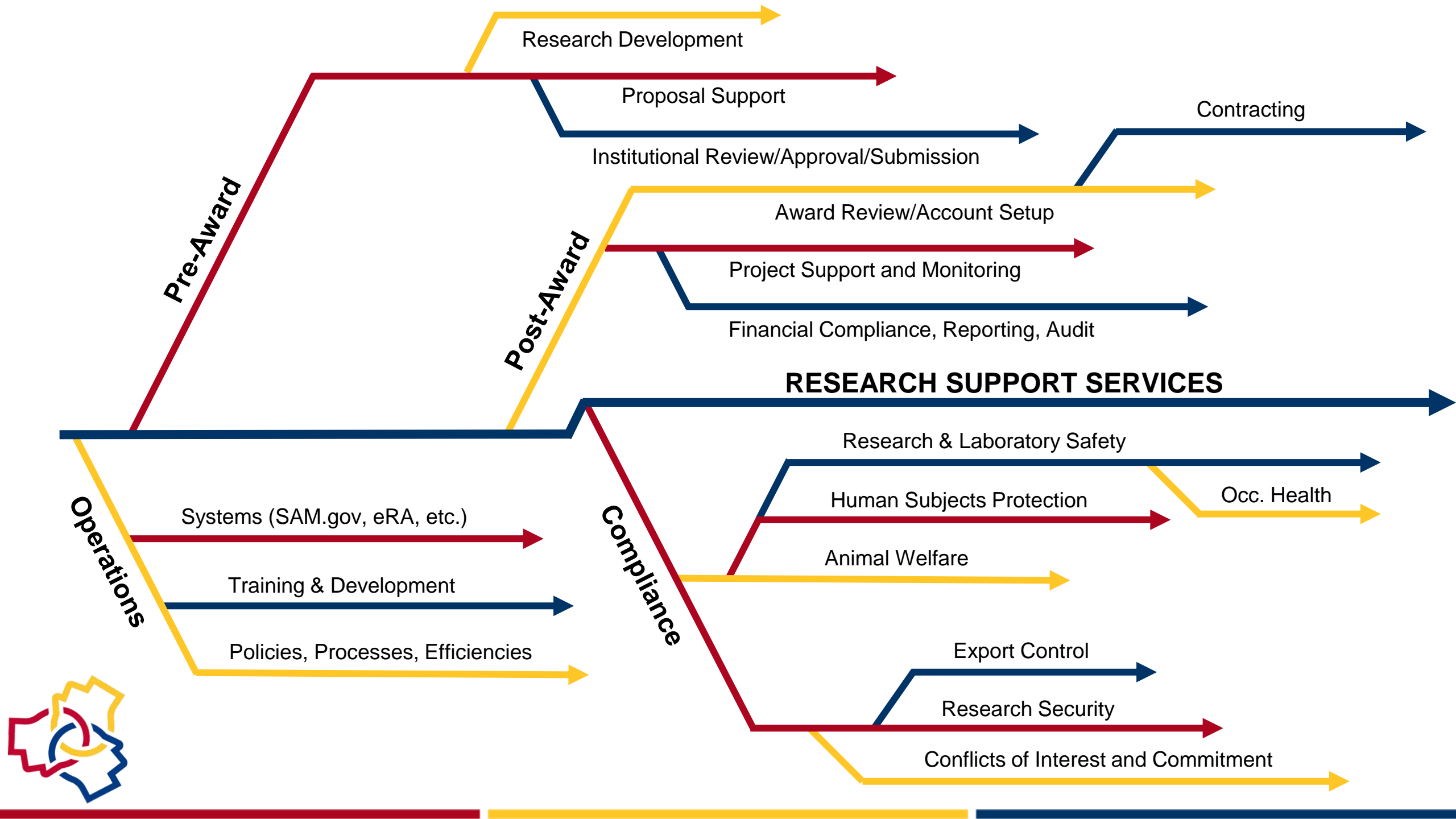
4
MANAGER

5
LEADERSHIP?



It's more like





Different Skills for Different Stages



Leadership/Advanced



Mid-Career



Early Career



A background graphic of a tree root system, with numerous roots of varying thicknesses and lengths extending across the entire page. The roots are light gray and have a natural, organic appearance.

Early Career Skills and Competencies

- Initiative • Adaptability • Time Management**
- Critical Thinking • Problem Solving • Analysis**
- Communication • Teamwork • Customer Service**



Mid-career Growth Opportunities

- **Accounting • Budgeting • Data Analysis & Reporting**
- **Compliance • Policy & Regulation Interpretation/Application**
 - **Grant/Contract Administration • Technical Writing**
 - **Process Creation/Improvement**
- **Mentoring • Training & Development • Project Management**

Preparation for Leadership Roles



- **Strategic Planning • Change Management • Conflict Resolution**
- **Advocacy • Diversity, Equity & Inclusion**
- **Human Resources/Recruitment • Resource Management**
- **Policy/Program Development • Portfolio Management**

Leadership/Advanced



Mid-Career



Early Career



Finding Opportunities



HigherEdJobs


HigherEdJobs® Sign Up | Log In

Job Search My Account News & Resources Employers

Home » Jobs » Administrative » Job Listings

Sponsored Programs, Grants, and Contracts

[CREATE A JOB ALERT](#) [EXPAND SEARCH](#)


Sort by: Date Posted Display: 25 Results 1 - 25 of 1,374 

Pre-Award Grant Administrator Joint Office of Research Administration Georgetown University Georgetown University Washington, DC	Sponsored Programs, Grants, and Contracts Posted 03/14/24
Research Administrator Colorado State University Fort Collins, CO	Sponsored Programs, Grants, and Contracts Posted 03/14/24
Grants Manager University of Michigan Ann Arbor, MI	Sponsored Programs, Grants, and Contracts Posted 03/14/24
Grants and Contracts Officer I, II, III University of North Carolina Wilmington Wilmington, NC	Sponsored Programs, Grants, and Contracts Posted 03/14/24
Senior Research Administrator Northwestern University Chicago, IL	Sponsored Programs, Grants, and Contracts Posted 03/14/24


Search Criteria

✓ Sponsored Programs, Grant...

Refine Results

Search... 

Search Job Title Only

TYPE 

Four-Year/Advanced D... (1,252)

Two-Year/Community C... (118)


Outside Higher Educa... (4)


Full-Time (1,323)

Adjunct/Part-Time (51)

Location Bound (1,370)

Online/Remote (4)

STATE 

COUNTRY 

higheredjobs.com/



National Council of University Research Administrators

NCURA
Supporting Research...together™
National Council of University Research Administrators

Membership & Volunteering ▾ DE&I ▾ Education ▾ Publications ▾ Global Initiatives ▾
Institutional Programs ▾

Job Seekers
Employers

Job List

131 Jobs on 14 pages

Search Jobs

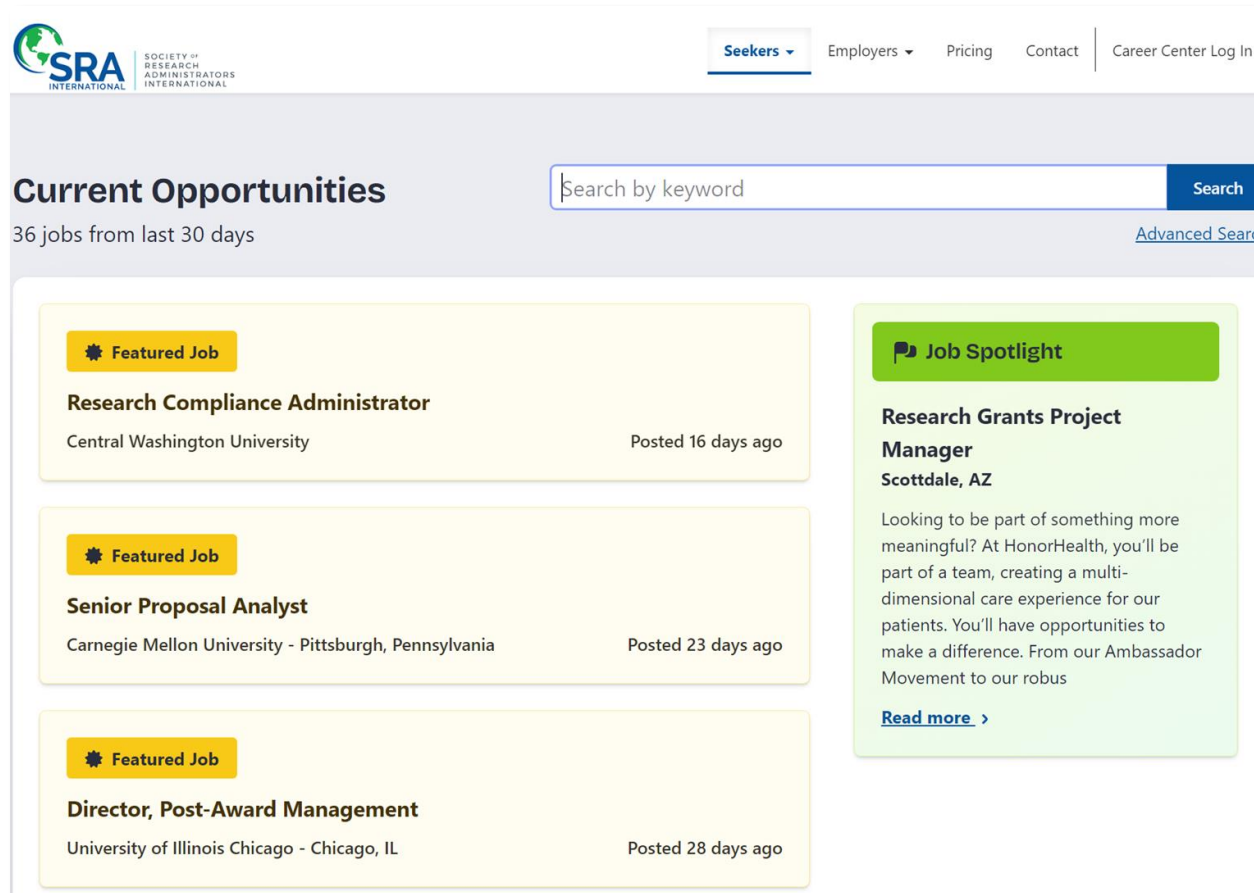
1 2 3... 12 13 14 →

FEATURED	Director of Business, Compliance & Research Analytics EAST CAROLINA UNIVERSITY	Greenville, NC 4/11/2024	
FEATURED	CLARITI Regulatory Coordinator University of Wisconsin-Madison, Dept of Medicine	Madison, WI 4/10/2024	
FEATURED	ASSOCIATE DIRECTOR - Rheumatology, Endocrinology, Diabetes, and Metabolism University of Wisconsin-Madison, Dept of Medicine	Madison, WI 3/30/2024	
FEATURED	Senior Sponsored Programs Officer EAST CAROLINA UNIVERSITY	Greenville, NC 3/27/2024	

ncura.edu/CareerCenter/JobSeekers.aspx



Society of Research Administrators Intl. Career Center



The screenshot displays the SRA International Career Center website. At the top left is the SRA International logo. Navigation links include 'Seekers', 'Employers', 'Pricing', 'Contact', and 'Career Center Log In'. The main heading is 'Current Opportunities' with a search bar and 'Advanced Search' link. Three featured job listings are shown:

- Featured Job:** Research Compliance Administrator at Central Washington University, posted 16 days ago.
- Featured Job:** Senior Proposal Analyst at Carnegie Mellon University - Pittsburgh, Pennsylvania, posted 23 days ago.
- Featured Job:** Director, Post-Award Management at University of Illinois Chicago - Chicago, IL, posted 28 days ago.

A 'Job Spotlight' section on the right highlights a 'Research Grants Project Manager' position in Scottsdale, AZ, with a 'Read more' link.

careercenter.srainternational.org/index.php



Indeed.com

The screenshot shows the Indeed.com job search interface. At the top, the Indeed logo is on the left, and navigation links for 'Home', 'Company reviews', and 'Find salaries' are in the center. On the right, there are links for 'Sign in' and 'Employers / Post Job'. Below the navigation is a search bar with 'Research Administrator' entered and a location filter set to 'Arizona'. A 'Search' button is to the right of the search bar. Below the search bar are several filter buttons: 'Date posted', 'Remote', 'Pay', 'Job type', 'Location', 'Company', 'Posted by', 'Experience level', and 'Education'. The main content area is divided into two columns. The left column features a section titled 'Upload your resume - Let employers find you' followed by 'Research Administrator jobs in Arizona'. Below this, it says 'Sort by: relevance - date' and '7 jobs'. The first job listing is for 'Research Advancement Administrator' at 'Arizona State University' in 'Phoenix, AZ 85004 (Central City area)'. The salary is '\$48,000 - \$58,000 a year' and it is a 'Full-time' position. The description mentions 'Watts College of Public Service and Community Solutions Research Advancement Team seeks a Research Advancement Administrator (RAA)'. The second listing is for 'Research Administrator, Grants' at the 'University of Arizona' in 'Tucson, AZ'. The right column shows a detailed view of the 'Research Advancement Administrator' job. It includes the company name 'Arizona State University', a star rating of 4.5 with 1,699 reviews, and the address '411 N Central Avenue - Ste 520, Phoenix, AZ 85004'. The salary is '\$48,000 - \$58,000 a year - Full-time'. There is a note: 'You must create an Indeed account before continuing to the company website to apply'. Below this are three buttons: 'Apply now', a bookmark icon, and a close icon. At the bottom of the right column is a 'Profile insights' section with the heading 'Find out how your skills align with the job description'. It lists 'Skills' and asks 'Do you have experience in PeopleSoft?' with 'Yes' and 'No' buttons.

indeed.com



LinkedIn Jobs

The screenshot shows a LinkedIn Jobs search interface. At the top, there is a search bar with the text "research administration comp..." and a location filter set to "United States". Below the search bar are several filter buttons: "Jobs", "Date posted", "Experience level", "Salary", "Company", "Remote", "Easy Apply", and "All filters".

The search results are displayed in a list on the left side of the page. The top result is for "Institutional Compliance and Risk Management Officer" at San Francisco Bay University, Fremont, CA. The salary range is \$100K/yr - \$130K/yr, and it is a full-time, on-site position. Below this are two other results: "Regulatory Affairs Specialist" at Assiduous Partners, Columbus, IN, and "Library Director" at East Bonner County Library District, Sandpoint, ID.

The right side of the page shows the details for the selected job, "Institutional Compliance and Risk Management Officer". It includes the company name, location, and date posted. Below this, there are details about the salary range, number of employees, and skills required. There are also buttons for "Apply" and "Save".

At the bottom of the job details, there is a section for "Meet the hiring team" featuring Lisa Millora, a Strategic and innovative higher education leader, with a "Message" button. Below that is the "About the job" section, which provides information about San Francisco Bay University.

[linkedin.com/jobs/](https://www.linkedin.com/jobs/)



Determining necessary skills



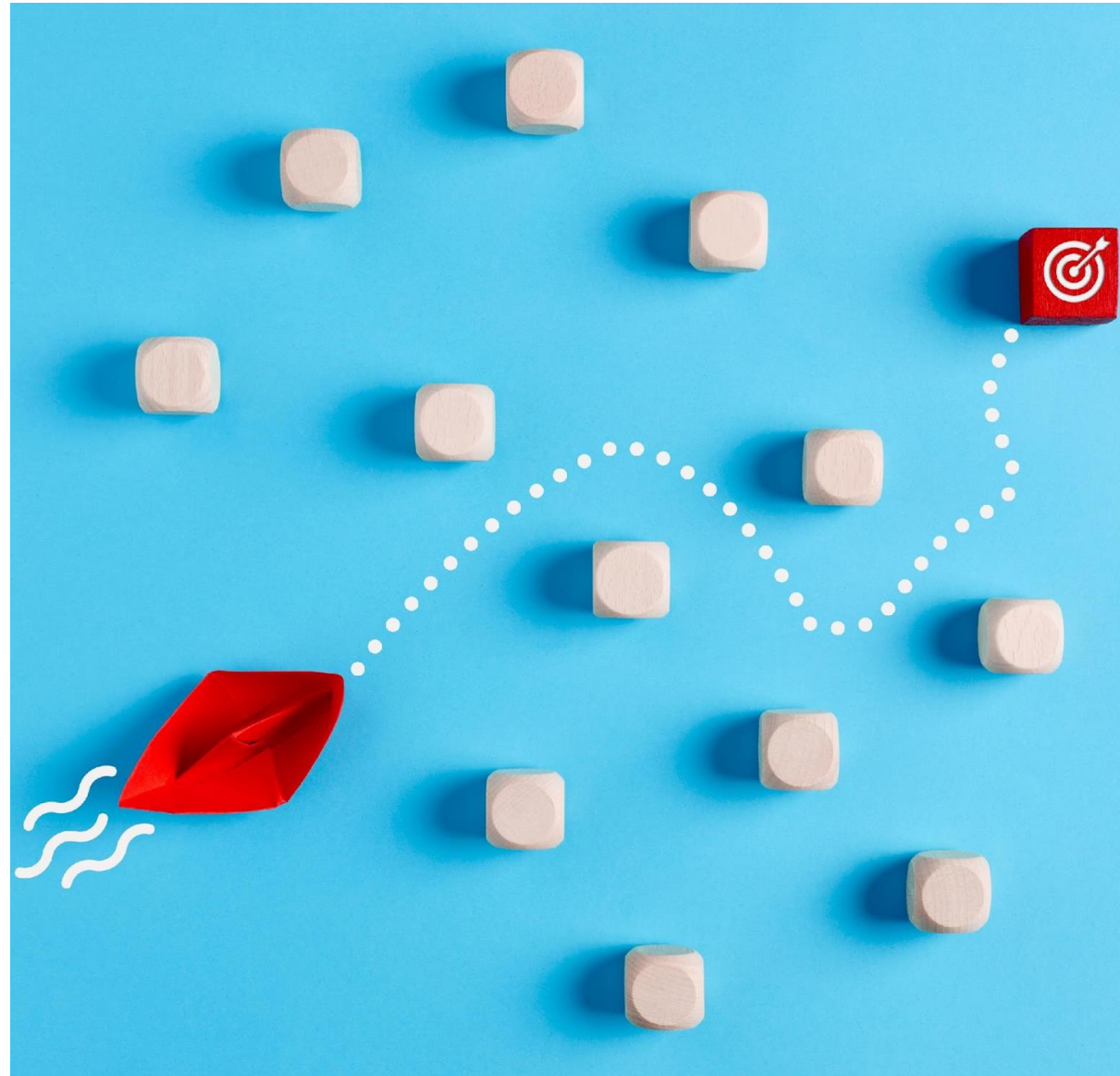
Position Description Activity





Keys to Success

Obstacles



Healthy Supervision

- **Leadership** • **Ability to Delegate**
 - **Problem Solving**
- **Empathy and Compassion**
 - **Conflict Resolution**
- **Effective Communication**
- **Time & Priority Management**



Career Development Planning



SMART Goals

S	Specific	Make your goal specific and narrow for more effective planning.
M	Measurable	Make sure your goal and progress are measurable.
A	Achievable	Make sure you can reasonably accomplish your goal within a certain time frame.
R	Relevant	Your goal should align with your values and long-term objectives.
T	Time-bound	Set a realistic but ambitious end date to clarify task prioritization and increase motivation.

SMART Goal Activity

S	Specific	<ul style="list-style-type: none">I would like to receive a promotion or a new position for the next level in my career path (Director)
M	Measurable	<ul style="list-style-type: none">I will ask my supervisor during my next performance review for the criteria that I need to meet to advance to the next level in my career path and I will search at least 5 recruitment postings per month
A	Achievable	<ul style="list-style-type: none">Within 2-3 years, I will transition from Associate Director to Director by meeting the criteria set by supervisor or accepting a new position
R	Relevant	<ul style="list-style-type: none">I started in research administration as a Senior Research Support Staff and was promoted to Grants and Contracts Administrator IV due to my professional accomplishments. I have since been promoted from Assistant Director to Associate Director. As a Director, I would be at the highest level which indicates a successful career in research administration. I can retired a happy camper in 5 -7 years.
T	Time-bound	<ul style="list-style-type: none">I will be a Director within 36 months

Mentoring (holistic care)



Build Rapport



Set Direction



Monitor Progress



Transition for Autonomy



End or Repeat as Indicated



Coaching



Empathy



Curiosity



Positivity



Persistence



Communication



Sincerity



Connecting to Resources



Professional Development



Present at Meetings



Develop Training



Improve a Process



Credentials/Certificates



Additional Training



Quality Assurance





A photograph of a hand watering a row of seedlings. The hand is on the left, with water dripping from the fingers onto a row of five small green plants growing in a line on the right. The background is a soft, out-of-focus green field under bright sunlight. A white banner is at the bottom left.

Resources



Code of Federal Regulations

A point in time eCFR system



Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- aka “Uniform Guidance”
- aka “2CFR200”





National
Science
Foundation

NATIONAL SCIENCE FOUNDATION

PROPOSAL AND AWARD POLICIES
AND PROCEDURES GUIDE

(aka the PAPPG)



NSF Website

Funding at NSF (Preaward)

Getting Started

Preparing Your Proposal

Submitting Your Proposal

Manage Your Award (Postaward)

Getting Started

Request a Change to Your Award

Report Your Progress and Outcomes

Additional Resources

FAQs Related to PAPPG

NSF Policy Office

NSF 101 – Informational series

Current Topics and Trends





National Institutes
of Health



Search this Site

eRA | NIH Staff | Glossary | FAQs | Help

HOME ABOUT GRANTS FUNDING POLICY & COMPLIANCE NEWS & EVENTS ABOUT OER

Home » About Grants » How To Apply - Application Guide

How to Apply - Application Guide

Use the application instructions found on this page along with the guidance in the funding opportunity to submit grant applications to NIH, the Centers for Disease Control and Prevention, the Food and Drug Administration, and the Agency for Healthcare Research and Quality.

Prepare to Apply

- Systems and Roles
- Register
- Find Grant Funding
- Understand Funding Opportunities
- Types of Applications

Write Application

- Write Your Application
- How to Find Forms
- Develop Your Budget
- Format Attachments
- Rules for Text Fields
- Page Limits

Submit

- How to Submit, Track, and View
- How We Check for Completeness
- Changed/Corrected Applications
- Standard Due Dates



NIH Grants & Funding Website

About Grants

Grants Process Overview

How to Apply - Application Guide

Pre-Award and Post-Award Processes

Funding

Other Transactions

Contracts

Policy & Compliance

NIH Grants Policy Statement

Notices of Policy Changes

Compliance and Oversight





NASA Website(s)

Regulations and Guidance

NASA Proposer's Guide

Grant and Cooperative Agreement Manual (GCAM)

Grant Information Circulars

Grant Notices

Research Opportunities in Space and Earth Sciences (ROSES)

Proposals for basic and applied research and technology across a broad range of Earth and space science program elements

ROSES FAQ

ROSES Blog

Additional Resources

Resources and Training

FAQs by Topic

Proposer's Guide



National Aeronautics and Space Administration

Office of Procurement
Procurement Management and Policy Division
Grants Policy and Compliance

Version Release Date: February 14, 2023





National Institutes
of Health

2023 NIH Grants Conference

FEBRUARY 1-2, 2023

FREE!

- 25 Sessions with live Q&A
- NIH Program, Grants Management, Review, & Policy Officials
- 1:1 Meet the Experts chats
- Networking opportunities
- Downloadable resources
- *And so much more!*



National
Science
Foundation

JUNE 3 - 5, 2024 • PHILADELPHIA, PENNSYLVANIA

SPRING 2024 NSF GRANTS

CONFERENCE

The U.S. National Science Foundation (NSF) will host the **Spring 2024 NSF Grants Conference** from **June 3 - 5, 2024** in Philadelphia, PA. **Registration is now open!** For more information, visit the NSF Grants Conference page.

NSF GRANTS CONFERENCE

REGISTER

AGENDA

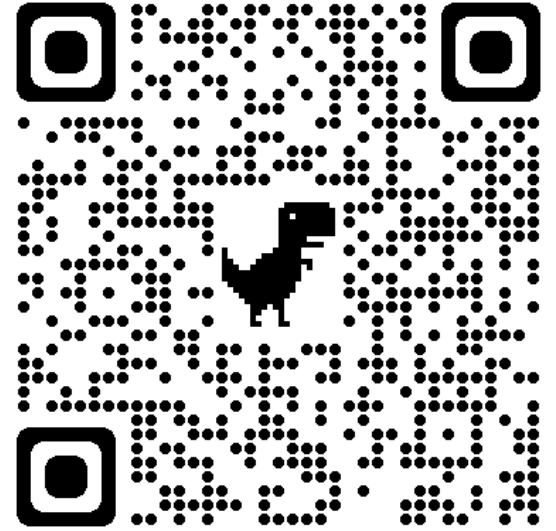
Image Credit: ©Kal-hung Fung 2009, Pamela Youde Nethersole Eastern Hospital, Hong Kong and Donhee Ham Research Group/Harvard SEAS



NCURA

Supporting Research...*together*[™]

National Council of University Research Administrators



National NCURA Resources

- Annual Meetings
- Live & On-Demand Webinars
- Traveling & Virtual Workshops
- On-Campus Workshops
- Self-Paced Learning
- Publications
- YouTube Channel, Podcasts
- Education Scholarship Fund

Regional NCURA Resources

- Annual Meeting
- LeadMe Mentorship Program
- *FREE* Coffee Chats, webinars
- Travel Awards





SOCIETY OF
RESEARCH
ADMINISTRATORS
INTERNATIONAL





SRA International Resources

- Annual Meeting
- Intensive Training Programs
- Section Meetings
- Virtual Financial Management Conference
- Virtual Research Administration Conference
- LevelUP Micro-credential Program
- Live & On-Demand Webinars
- Coffee Talks
- Certificate Programs
- True Fit Training
- Publications
- YouTube Channel, Podcasts
- Scholarships and Awards





CRA Exam Format (Fall 2023 update)

- 200 multiple-choice test questions
- 25 pretest (pilot) questions not scored
- 3.5-hour testing period
- Weighting of topics can vary between test versions
- Scaled scoring is being used as of fall 2023, the scale range for all RACC exams is 200 to 800 with a passing point of 500.



[FAQs for 2023 Exam changes](#)



CRA, CPRA, CFRA Study Resources

- RACC Body of Knowledge Review Sessions
- RACC Practice Test through PTCNY

- Virginia Tech CRA Study Team
- University of Boulder CRA Study Group
- University of Michigan aiM Higher CRA Study Group
- University of Arizona CRA PREP program

- Quizlet.com*



Graduate Degree Programs

**CU
NY** | **School of
Professional Studies**

MS in Research Administration &
Compliance



MS in Research
Administration

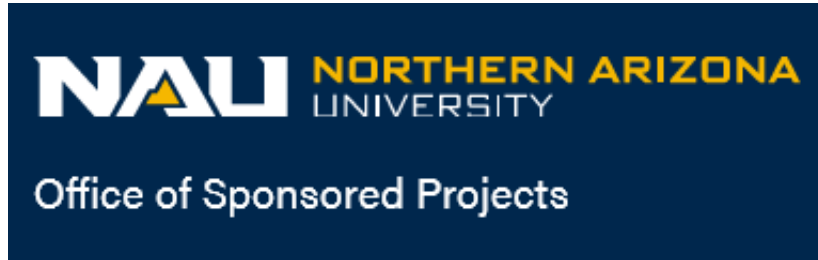


Master of Research
Administration





NAU Resources



**Compliance
Training**



ASU Resources

ASU Research Admin Site

<https://researchadmin.asu.edu/training-workshops/all-training/>

- This site provides in-depth training resources for RA, PI and support staff

ASU Professional Development Resources

<https://cfo.asu.edu/professional-development>

- Leadership and Workforce Development supports ASU staff and faculty's professional development during their employment at ASU, from onboarding to training and recognition through retirement.

Career Edge

LOGIN REQUIRED

- ASU employees can access more than 14,000 online and in-person ASU and LinkedIn Learning courses for mandatory job training and professional development.



UArizona Resources



EDGE Learning

- UArizona compliance trainings
- LinkedIn Learning



- CRA PREP Program
- Publications
- Webinars
- RA Forum/RAMTalk Listserv



Research Support Website

- Self-service resources
- Contact information



Research Admin. Training

- Certifications and credentialing
- Step-by-step guidance



ROAR Newsletter

- Updates
- Articles
- Opportunities



CITI Training

- Compliance training
- Webinars





TIME FOR

DISCUSSION

Thank You!

**Be sure to complete all 3
TURAC surveys for a chance
to win a **\$25 gift card!****

