



Alkhebra Consulting, LLC

Engineering, Enviroment, Education, Research

الخبرة للإستشارات ذ.م.م.
هندسة، بيئة، تعليم، بحوث

Introduction to Research Management

Course Title: Introduction to Research Management

Course Duration: Five Days (8:30 am - 3.30 pm, includes 1-hour lunch break)

Course Description:

Research Management is referred to in the field as Research Administration. This training course will provide participants with an overview of the principles of research management and its processes within any given sponsored program. These processes often referred to as Pre-award, Award Acceptance, Post-award, Compliance, Technology transfer, Reporting, and others. The Instructor will discuss sponsored projects or grants and the management of their life cycle from the start to the end while offering key knowledge of all aspects of the profession to be in compliance with the requirements of any sponsored programs. One or more award offered by the Qatar National Research Fund (QNRF) will be explained to the participants as a case study example emphasizing some of the topics discussed during course.

Course objective:

1. Explain pre-award activities related to sponsored programs that occur during the proposal development and submission phases. It identifies elements of a good proposal, proposal budgeting, while pointing out award mechanisms and compliance items.
2. Provide knowledge related to various types of awards. Techniques that follow to implement best practices when reviewing awards and explain the award life cycle, including changes, transfers, and early reporting.



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3. Describes activities that occur after the award of a proposal such as financial management, re-budgeting, and sub-contracting. The primary focus is on the administration of the sponsored project, from fund management, liaising with sponsors, documentation and submission of final reports, and project closeout.
4. Understand compliance, which is one of the key elements of successful project management, and which aspects of it need to be addressed during the grant life cycle. Be able to distinguish between institutional and investigator compliance responsibilities relating to sponsored research.

Course content:

1. General Concept of Research Administration
 - a. Pre-award
 - b. Award Acceptance
 - c. Post-award
 - d. Compliance
 - e. Technology transfer
2. Pre-award
 - a. Funding search
 - b. Principle of writing research proposals
 - c. Components of budget development
 - d. Institutional review and approval processes
 - e. Proposal submission and post submission activities



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3. Award Acceptance

- a. Indemnification
- b. Publication restrictions
- c. Intellectual property
- d. Re-budgeting, international collaborations
- e. Invoicing and payment terms
- f. Reporting requirements
- g. Compliance
- h. Termination
- i. Award acceptance

4. Post-award

- a. Account/fund establishment
- b. Cost principles
- c. Financial management
- d. Re-budgeting
- e. Sub-recipient / subcontracting monitoring
- f. Topics related to fiscal and programmatic reporting, cost sharing, program income, procurement standards; indirect cost rate types audit preparation, and award closeout.

5. Compliance

- a. Risk assessment of the project
- b. Animal subjects
- c. Conflict of interest



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- d. Data management
 - e. Environmental health and safety
 - f. Export controls
 - g. Human subjects
 - h. Misconduct in science
 - i. Responsible conduct of research
6. Case Study
- a. Sponsored Programs of the Qatar National Research Fund (QNRF)
 - b. The QNRF National Priority Research Experience Program (NPRP)

Course benefits:

Participants will be equipped with relevant skills and knowledge to describe the differences among various positions and their responsibilities in research administration. The skills acquired in this course will assist them in research administration process from beginning to end and how to assist an investigator in complying with the eligibility requirements, rules, and regulations of an award. While this course is intended for research administration professionals, principal investigators (PIs) or research project directors can benefit as well. It is also helpful for beginners or individuals who want to determine if a career in research administration is right for them.