

FAS / SEAS Grant Manager Onboarding Curriculum

Onboarding and introductory training is important for both new Harvard employees and for existing employees who have moved into the world of research administration / research finance from other areas.

- OSP offers many terrific in-person trainings throughout the year, as well as the multi-week REACH program. But the frequency and timing of these classes may not coincide with the start-dates of new hires.
- The Harvard Training Portal (**HTP**) offers many online trainings as well. But a list of recommended courses for new employees is not easily found, so it's possible that some individuals may miss some important courses.



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- New functionality in the HTP is under development that bundles several research administration and research finance–related courses together into an online “Curriculum”.
- Managers will be able to log into the HTP, view a list of all of their direct reports, and assign the Curriculum to specific individuals. Managers can also choose to set a due date for completion of the Curriculum if they like.
- Those who have been assigned the Curriculum will then log in and ***register only once for access to all of the courses.*** The courses will then become available one at a time. When one course is completed with a passing grade, the next course becomes available.

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Some of the topics to be included in the Curriculum include:

- Introduction to Sponsored Projects
- Financial Oversight of Sponsored Funding
- Cost Principles
- Direct Costs
- OBI Tools Training
- Effort Reporting for FAS/SEAS Administrators
- Responsibilities Of Purchasers, Preparers, Approvers (ROPPA)
- Cost Sharing Policy
- Federal Travel Regulations

Other ideas for future inclusion are welcomed. Please see Alan Berkeley or Katie Droney after RAS Friday !

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The screenshot shows a web browser window displaying the Harvard Training Portal. The page title is "FAS and SEAS Grant Manager Onboarding Curriculum (FAS and SEAS)". The user, Alan Berkeley, has completed 66% of the curriculum. The curriculum consists of seven modules, all of which are marked as "SUCCESSFUL".

Module Name	Status	Date Completed	Action
Introduction to Sponsored Projects*	Complete 1 of 1		
Intro to Sponsored Projects... Web-Based	SUCCESSFUL	On 12-NOV-2015	PRINT CERTIFICATE
Financial Oversight of Sponsored Funding*	Complete 1 of 1		
Financial Oversight of Spon... Web-Based	SUCCESSFUL	On 19-JUN-2015	PRINT CERTIFICATE
Cost Principles*	Complete 1 of 1		
Cost Principles (University... Web-Based	SUCCESSFUL	On 12-NOV-2015	PRINT CERTIFICATE
Direct Costs*	Complete 1 of 1		
Direct Costs (University-wide) Web-Based	SUCCESSFUL	On 12-NOV-2015	PRINT CERTIFICATE
OBI Tools Training*	Complete 1 of 1		
OBI Tools Training (Univers... Web-Based	SUCCESSFUL	On 17-NOV-2015	PRINT CERTIFICATE

MY STATUS
 Alan Berkeley
 Manager of Research Finance...
 Progress 66%
 IN PROGRESS

CURRICULUM DETAILS
 ID: 00038746
 Assigned on: 18-SEP-2019

Additional Details
 VIEW ATTACHMENTS OWNERS