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.
FAS / SEAS Grant Manager Onboarding Curriculum

• 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.
FAS / SEAS Grant Manager Onboarding Curriculum

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!