



EMMANUEL COLLEGE

Graduate and Professional Programs

**Graduate Programs in
Research Administration**

INTRODUCTION TO EMMANUEL COLLEGE

Emmanuel College—a Catholic, coeducational, residential, liberal arts and sciences college in Boston—has been educating critical thinkers, ethical decision makers and community leaders since 1919.

- Founded by the Sisters of Norte Dame de Namur as the first Catholic college for women in New England
- Campus located in the heart of Boston's educational, medical, scientific and cultural communities.
- Graduate programs emphasize critical thinking, collaboration and communication, and ethical decision making



RESEARCH ADMINISTRATION PROGRAM OVERVIEW

- Developed in 2008 in response to a growing workforce need for specialized, graduate-level education in Research Administration.
- Program structure designed with working professionals in mind.
- Small class sizes, expert faculty and excellent student services.
- Content is consistent with the skill requirements of research institutions, and complements the non-credit, educational work of NCURA and SRA.



AVAILABLE PROGRAMS

Graduate Certificate

- Consists of six, 3-credit RA-focused courses
- Average time of completion is one calendar year

Master of Science in Management

- Total of 11 courses
 - Ten 3-credit courses
 - One 6-credit capstone seminar
- Average time of completion is two calendar years

Both programs can be completed completely online!



CURRICULUM

Course I: Introduction to Research Administration

Course II: Financial Accounting for Sponsored Programs

Course III: Compliance, Regulatory Environments and
Legal Issues

Course IV: Financial Management of Sponsored Programs

Course V: Contracts

Course VI: Leadership and Organizational Behavior



CURRICULUM CONT.

Course VII: Organizational Development

Course VIII: Changing Economies

Course IX: Managing Diversity in Contemporary Organizations

Course X: Strategic Planning and Management

Course XI: Capstone Seminar



FACULTY

Jeff Seo

Program Chair

Asst. Provost for Research Compliance,
Northeastern University

Anastacia Feldman

Research Education Program Manager,
Beth Israel Deaconess Medical Center

Alan Long

Vice President for Research and Academic Affairs,
Massachusetts Eye and Ear Infirmary, Ret.

Fredric Majnoun

Director, Office of Financial & Grant Administration
Boston University School of Medicine



FACULTY

Continued

Jill Mortali

Director of Sponsored Programs,
Dartmouth College

Alison Wellman Smith

Senior Manager for Systems and Reporting,
Harvard University

David Smelser

Assistant Director of Sponsored Programs,
University of Tennessee

Erin Danna-Bailey

Associate Director,
Primary Care Research Institute
University of Buffalo



ADMISSION REQUIREMENTS

- Online application (no application fee!)
- Two recommendations
- Sealed, official transcripts from all previously attended institutions
- Essay
- Current résumé



NON-MATRICULATION OPTION

- Try us out – take up to two courses before completing a full application.
- Quick and simple enrollment process: online application form and a copy (can be unofficial) of your transcript from the institution that conferred your bachelor's degree.



On behalf of Emmanuel College,
Thank you!

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