

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Mentor/Partner Name: \_\_\_\_\_

*The intended use of the Onboarding Guide is to provide supervisors and employees recommended guidance on training activities for all new research administration positions at Duke within the first 90 days of hire. The guidance provided in this document may vary based upon actual assignment of duties with regard to departmental and unit needs. We recommend that this guide and the QuickStart program be used in conjunction with other training opportunities and mentoring to become familiar with unit specific practices.*

### KEY ELEMENTS AND OBJECTIVES OF QUICKSTART

- ✓ Introduction to basic functions, systems and processes of Research Administration at Duke
- ✓ Introduction to basic compliance rules for Research Administration (sponsor and Duke)
- ✓ Introduction to links to videos and live classes providing basic functional skills to be performed with departmental/unit supervision

### GENERAL ONBOARDING TIPS

1. Identify tasks and specific skill sets to ensure employee receives appropriate training for completion of assigned tasks (see included checklist)
2. Meet with employee regularly and frequently to answer questions regarding online training modules, live classroom experiences, and other related matters
3. Identify departmental colleague for employee to shadow and go to with questions.
4. Review content of **QuickStart Modules** and register for **QuickStart Capstone Forum** and additional training classes, if needed
5. Review required training for position and plan for enrollment in RAA by identifying the start date of the next cohort

### SYSTEMS ACCESS CHECKLIST FOR RESEARCH ADMINISTRATION POSITIONS

Ensure the new employee has access to all systems necessary for his or her assignments.

- SPS (Sponsored Program System)
- SAP/R3 (Financial System)
- Grant Manager Tab on Duke@Work Portal
- Buy@Duke Access for Purchasing and Approval Workflow
- Refer to the System Access Tool for further detail and additional access considerations
- Assign as GM1 when ready

### RECOMMENDED HARD SKILL ASSIGNMENTS WITHIN THE FIRST 90 DAYS OF HIRE

- Assist with processing a Cost Transfer
- Assist with basic cost distribution changes
- Assist with SPS Proposal Data Entry (*The SPS class offered by ORA is open enrollment if needed*)
- Identify Projects Ending using Projects Approaching End Date Report
- Identify Obligations on Projects that are Ending using Project Obligations Report
- Review and Validate Master Data in SAP/R3

The actual assignment of duties are dependent upon department or unit needs. It is important that supervisors provide support to employees by identifying expectations of specific duties to aid in skill development.

<b>HARD SKILL TRAINING CHECKLIST</b>			
<b>Desired Skill Set</b>		<b>Recommended Training and Reference Documents</b>	
<i>Before you...</i>	<b>Complete SPS Data Entry</b>	<i>you should...</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Identify your pre-award office representative</b></li> <li><input type="checkbox"/> <b>Explore Pre-Award website</b> for specific guidance on pre-award requirements &amp; policies</li> <li><input type="checkbox"/> <b>Read and understand the SPS Step By Step Guide</b></li> <li><input type="checkbox"/> <b>Take the SPS Class</b></li> </ul>
<i>Before you...</i>	<b>Process a Cost Transfer</b>	<i>you should...</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Read GAP 200.150</b> Cost Transfers on Federally Sponsored Projects</li> <li><input type="checkbox"/> <b>Complete all SAP training classes</b> from recommendation list</li> <li><input type="checkbox"/> <b>Complete Non-Salary Cost-Transfer Tool Video</b></li> </ul>
<i>Before you...</i>	<b>Read and Interpret Information from SAP Transaction CJ03 (Master Data)</b>	<i>you should...</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Complete all SAP training classes</b> from recommendation list</li> <li><input type="checkbox"/> <b>View and understand SAP Project Work Breakdown Structure CJ03 (Master Data) Video</b></li> </ul>
<i>Before you...</i>	<b>Process a Cost Distribution</b>	<i>you should...</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Read GAP 200.172</b>, Payroll Access for Effort Management on Sponsored Projects</li> <li><input type="checkbox"/> <b>Read Gap 200.170</b> Effort Reporting</li> <li><input type="checkbox"/> <b>Read GAP 200.360</b>, Charging Clerical and/or Administrative Expenses to Federally Funded Projects and related references</li> <li><input type="checkbox"/> <b>Complete all online training modules for Payroll Access Training for Grant Managers (Online)</b></li> </ul>
<i>Before you...</i>	<b>Assist with Closeouts</b>	<i>you should...</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Read GAP 200.340</b> Cost Accounting Standards (CAS) on Sponsored Projects</li> <li><input type="checkbox"/> <b>Read GAP 200.180</b>, Closeout of Sponsored Projects</li> <li><input type="checkbox"/> <b>Complete all SAP training</b> from recommendation list</li> <li><input type="checkbox"/> <b>Complete Sponsored Projects Web Reporting Training</b></li> <li><input type="checkbox"/> <b>Review and Reference Projects Approaching End Date QRG</b></li> <li><input type="checkbox"/> <b>Review and reference Project Obligations Report QRG</b></li> <li><input type="checkbox"/> <b>Review and reference Closeout Document Submission Process Overview Guide</b></li> <li><input type="checkbox"/> <b>Explore Closeout Management Website</b></li> </ul>

## ADDITIONAL DEPARTMENTAL CONSIDERATIONS

Use the checklist(s) below to review important departmental processes and procedures within your department.

<b>General Research Administration CHECKLIST</b>	
	Organizational Structure of Department
	Workplace Expectation and Guidelines
	Education and Training Requirements
	Pre-Award Process and SPS Entry
	General Post-Award Process
	Effort Management Process
	Reconciliation Process / FAM Process & Training (SOM only)
	Invoice Processing
	Internal policies on reporting Non-compliance
	Revenue Management (Check Process & Routing)
	Internal Salary Information Request Process
<b>Clinical Research Units and Clinical Department/Units CHECKLIST</b>	
	Organizational Structure of CRU
	CRU Management Fee
	CTA Signature Process
	DOCR Study Initiation Meetings
	Hub Codes
	Invoice Processing
	Maestro Care
	Reconciliation / FAM Process & Training
	Revenue Management (Trial Trackers, Check Process & Routing)
	SPS entry & routing process specific to industry sponsored projects
	Internal Cost Assessment (ICA), Budget Development, Contract Negotiation
	Trial Trackers