Teamwork in the Trenches: Collaborating and Communicating Across your Research Administration Program
After attending this session, you will be able to:

• Define the make-up of research administration at your institution
• Apply key ingredients of a high-performance team to your research administration program
• Identify benefits of collaboration between individuals and teams
• Identify and apply best practices for collaboration and communication across your research administration program
Introductions...
Who’s On Your Team?

Define the make-up of RA at your institution.
Who, outside of your department, comprises research administration at Duke?

What do YOU Think?
What is Research Administration?

- Research administration is not one office.
- Research administration is the collective effort of all who participate in the conduct, review, approval and facilitation of research.
RA could look something like this…

- Animal Subjects
- IACUC
- Regulatory Compliance
- IRB
- Human Subjects
- Tech Transfer
- Award Negotiation
- University Approval
- Proposal Submission
- Faculty
- Travel Office
- Expense Monitoring
- Award Management
- Human Resources
- Subcontracts
- Sponsored Programs
- Collaboration
- Budget
- Proposal Development
- Contracts and Grants
- Budget Modification
- Contractual Agreements
- Data Management Plan
- Grant Application
- Research Idea
- Technology Transfer
- Contracts and Grants
- Sponsored Programs
What Makes A Great Team, Great?

Apply key ingredients of a high-performance team to your research administration program
What’s in a Team?

A good team?

A bad team?
A good team?
- Winners!
- Clear vision / clear goal
- Leadership
- Constantly improve
- Like each other
- Players are great role models

A bad team?
- Losers!
- No vision / few goals
- Leadership
- Okay with status quo
- Don’t support each other
- Players are bad role models

What’s in a Team?
Would you make lemonade without lemons?
Key Ingredients of a Great Team

The Secret of Teams: What Great Teams Know and Do, by Mark Miller
To build a team that can generate great performance over the long haul, you must:

- Get the right people on the team
- Help them grow
- Create an environment in which genuine care and concern are the norm
How do you get the right people on the team?

The first step is a clear profile.

What are some key traits you think a great research administrator needs?
What are some key traits a team member needs?

- Team Player
- Learner
- Servant Spirit
- Optimist
- Ownership
- Initiative
How do top leaders think about talent?
How do top leaders think about talent?

- Surround yourself with people brighter than you.
- Empower people to flourish.
- Recognize the amount of talent and creativity in your people.
- If you think you’re a one man show, you’re a disaster!
SKiLLS

- Represent a set of behaviors that can be learned and taught
- Enable sustainable progress and improvement
- As skills improve, results improve
How do you help people grow?

- Meet regularly; have productive meetings
- Have a disciplined approach to problem solving
- Do quarterly people reviews
- Review data together
- Create improvement plans

SKiLLS

✓ Practice
✓ Training
✓ Good Process
✓ Help People Grow
What is community?

A place where people:

- Know each other deeply,
- Serve each other willingly, and
- Genuinely care for one another

Community makes the work more important than just work.
Choose one of the three ingredients you would like to add more of to your unit.

How might you do this?

Share with your neighbor.
Collaboration and Communication in RA at Duke: What Does It Mean To You?

Identify benefits of collaboration between individuals and teams
Collaboration = Great Ideas
What are some ways you collaborate and communicate within your RA community?

What do YOU Think?
Let’s Debrief: Generate an Idea

1. Grab an index card.
2. Think about one thing you learned today that you’d like to implement when you go back to work.
3. Write that item down on your index card (make sure someone else can read it!).
Exchange Cards!

1. Exchange cards. While the music plays, walk around the room and switch cards with each other.

2. Read cards in pairs. When the music stops, partner up with one person and read the ideas.
Assign Points!

1. Psst…if it’s your card, don’t let on. Just assign points as usual.
2. Assign points. You have **SEVEN POINTS** total to assign to both cards. Rate the ideas based on which resonates with your pair the most (e.g. 3 and 4; 7 and 0; 1 and 6). Write the point number ON THE BOTTOM OF EACH CARD.
3. Do it again…and again! Write each subsequent point value next to the original numbers (e.g. 3, 6, 1, 7, 0).
Add Them Up!

Finally, look at the card you’re holding and add up the numbers. Write that number down and be prepared to share it. And…

Remember all the great ideas you just received!
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Thank you

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