

What Training is required for Jefferson Research Administrators?

Each person working in research administration at Jefferson is expected to attend ORA classes and meetings at a rate determined by their years of experience and level of responsibility, as shown below.

Up to 1 Year of Experience	1 - 4 years in Research Admin	5 - 9 years in Research Admin or signing/transaction authority	10 years + in Research Admin or signing/transaction authority
Attend (at least) 2 Department Administrator's Discussion Group	Attend (at least) 2 Department Administrator's Discussion Group	Attend (at least) 2 Department Administrator's Discussion Group	Attend (at least) 2 Department Administrator's Discussion Group
Recommended to attend some mandatory quarterly regulation updates	Recommended to attend some mandatory quarterly regulation updates	For signing/transaction authority: Attend mandatory quarterly regulation updates	For signing/transaction authority: Attend mandatory quarterly regulation updates
Complete (at least) one Research Administration Fundamentals in first year at Jefferson	Complete both Research Administration Fundamentals w/in the first 4 years	Complete 4 electives (not including the required Department Administrator's Discussion Group)	Author/ Teach at least one class or create another knowledge sharing project
	Years when not enrolled in Research Administration Fundamentals, complete 6 electives (not including the required Department Administrator's Discussion Group)		

Signing/Transaction Authority:

In order to ensure compliance with federal audit requirements, please note that ORA retains the right to grant signing authority only to those who have completed appropriate/required training and mandatory quarterly regulation updates; this may include restricting access to online systems. Departments or individuals with high risk scores in areas of compliance may be required to attend remedial training to regain signing authority..

[University Policy 110.10](#) details Jefferson's Policy on Education of New Research Personnel.

Once annually, each Department Chair, departmental grant administrator, and Principle Investigator must complete on-line compliance training.

Note that Procurement Card Approvers must also complete and pass the "P-Cards in Sponsored Programs" course offered by ORA in Pulse.