Early Stage Research Administrators Masterclass

The Early Stage Research Administrators Masterclass is designed for people who have recently moved into research administration (RA) roles, 6 months – 2 years' experience. RA roles can be in central support units, faculties, institutes or within specific funded projects.

The aim of this course is to empower research administrators to undertake their new role with confidence, to present career pathways and give the participants an appreciation of the full research project life-cycle and related service tasks. The course covers research funding, going beyond European Union funding, and is delivered and facilitated by experienced research managers and administrators from the EARMA community.

**DURATION**

2 full days (in-person)  
5 half days (online)

**TUITION FEES**

EARMA member – €455.00 + 21% VAT  
Non-member – €595.00 + 21% VAT

Price includes course materials in electronic format, two lunches, one dinner, welcome reception and coffee where applicable.

**OPEN SESSIONS**

Join us for one of our open sessions to speak with an EARMA representative.

**CONTACT**

earma@earma.org
Course information

The Early Stage Research Administrators Masterclass is a modular-based course consisting of interactive workshops, short lectures, case studies, exercises, discussions and peer-to-peer learning. The number of participants is restricted to a maximum of 32 people and sessions last around 45 minutes consisting of practical insights, tools, tips and group activities to reinforce and consolidate learning points.

Key principles
The Masterclass is a case study-based programme and is presented by experienced research managers in a bite-sized interactive learning format that seeks to provide students with the opportunity to network with colleagues, exchange best practices and share knowledge.

Course sessions

Session 1: Scene-setting and introductions

Session 2: Hot topics in research management and administration

Session 3: Research process and related administrative service needs (pre-award)

Session 4: Research process and related administrative service needs (post-award)

Session 5: Research administration as a career “The accidental RMA”

Session 6: Personal competences

Session 7: Ethics, integrity and data access

Session 8: Developing high performance skills for administration

Wrap up discussion, course evaluation and personal action planning

Learning objectives
This course teaches students tools, tips and techniques to take back to their workplace, provides an explanation of the research funder value chain, teaches participants about the policies behind the funding and the current ‘hot topics’ in research management. Ultimately, the Early Stage Research Administrators Masterclass helps the participant to understand how research support operates right across the research project lifecycle.
What do the students think?

Tania, USA

As the only American in the cohort, I was delighted to learn alongside participants from the Czech Republic, Denmark, Greece, Iceland, Ireland, Netherlands, and Norway. The Masterclass influenced my career journey on many levels, from providing an introduction to the European funding landscape to creating a space for vocational reflection through “The Accidental RMA” session. The conversations with fellow colleagues between sessions were invaluable and I learned that some of the institutions also worked with American funding agencies. Most of all, the experience affirmed the nobility of our profession. As stated in the opening session led by Donovan and Claesen, research administrators are in a “privileged position” to look over the walls between silos and are able to see connections that others cannot. This is one of the often unrecognized qualities of research administrators that I hold dear.