EARMA Early Stage Research Administrator
Masterclass 20-22 February, 2023, Prague

Venue for all parts of the event: Vienna House Diplomat Hotel, Prague, Evropská 370/15, 160 41 Praha 6, Czech Republic.


Summary

All meals at the hotel apart from dinner on Monday, 20 February

| Monday 20 February | 18:00 – 18:30 Pre-course drinks* and welcome Please strictly arrive by 18:30 as we will walk together to our dinner venue outside the hotel 19:00: Pre-Course networking dinner* at [http://www.restaurant-lvidvur.cz/](http://www.restaurant-lvidvur.cz/) (if late, please find us at the restaurant) |
| Tuesday 21 February | 8:45 - 9:00 Registration 9:00-17:00 Course day 1 12:00 Networking Lunch* 19:00 Networking dinner |
| Wednesday 22 February | 9:00-13:00 Course day 2 13:00 Farewell lunch* (with takeaway option) |

* All Catering is included with your registration fee.

(Monday, 20 February, 2023)

18.00 Pre-event drinks and let’s get to know each other (trainers, EARMA team and attendees briefly introduce themselves)

Note: be there ideally by 6pm to meet your fellow masterclass participants and trainers and at the latest by 6.30pm to walk together with the group to the dinner venue outside the hotel

19:00 Pre-course networking dinner for everybody (see location above)

DAY 1 (Tuesday, 21 February, 2023)

8.45 Registration

9.00 Session 1: Intro (John Donovan)
What to expect of the next 1.5 days?
+ Evolution of the Research Support Role.

Session 6: Research administration as a career “The accidental RMA” (John Donovan)
Overview of typical pathways and a personal case study by the lectures
RMA as a real profession
Career path of the trainers
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| 10:00 | **Session 3: Hot topics in Research Management and Administration (All trainers, John Donovan moderates)** | - Open Research  
- Research Impact  
- Data Management, GDPR and Ethics  
- Gender and Diversity  
Participants introduce themselves to each other, explain their role to each other as if they were speaking to their hairdresser! |
| 10.30 | **COFFEE BREAK**                                                                            |                                                                                                                                         |
| 10.50 | **Session 4: Research process and related administrative service needs**                       | **PRE-AWARD**  
Overview of pre-award tasks for a research administrator.  
Role Play on funding opportunity                                                                                     |
| 12.30 | **LUNCH**                                                                                     |                                                                                                                                         |
| 13.30 | **Session 5: Research process and related administrative service needs, POST-AWARD (Ellen Schenk)** | **Overview of post-award tasks for a research administrator, problems that can be encountered and how to avoid or solve problems.**  
**Practical exercises**  
**Pre- and post-award Q&A**                                                                                   |
| 15.15 | **COFFEE BREAK**                                                                            |                                                                                                                                         |
| 15.45 | **Session 6: How to structure a dynamic research office (Stefania Grotti)**                     | The session will be focused on:  
- how to define a clear strategy for the office;  
- how to plan an optimal organizational chart;  
- proactive vs reactive service.                                                                                      |
| 17.00 | **End of day 1**                                                                             |                                                                                                                                         |
| 19.00 | **Networking dinner at hotel**                                                                 | **Pub Quiz**                                                                                                                                  |
|       | **DAY 2 (Wednesday, 22 February, 2023)**                                                       |                                                                                                                                         |
| 9.00  | **Session 7: Personal Competences (John Donovan)**                                            | **The difference between roles, competencies and skills**  
**Group discussions**                                                                                                           |
| 10.20 | **COFFEE BREAK**                                                                            |                                                                                                                                         |
| 10.50 | **Session 8: Developing high performance skills for administration (Olaf Svenningsen)**         | **Presentation + discussion/short exercise (30 minutes)**                                                                                       |
| 11.20 | **Session 9: Ethics, integrity & data access (Olaf Svenningsen)**                             | **Presentation + group exercise**                                                                                                         |
| 12.30 | **Discussion, course evaluation & personal action planning (All trainers, Olaf Svenningsen moderates)** | **What did you like?**  
**What are your key learning points?**                                                                                             |
| 13.00 | **FAREWELL LUNCH (with takeaway option)**                                                     |                                                                                                                                         |

For questions and remarks please email johanna.roodt@earma.org