



# **EARMA**

## Early-Stage Research Administrators Masterclass (ESRAM)

The Early-Stage Research Administrators Masterclass (ESRAM) is designed for people who have recently moved into research support, 0–4 years' experience. ESRAM is designed to be relevant to all early-stage research administrators in any organisational setting, at universities, research institutes, hospitals, funders, central research offices, faculty/school/department units, or projects/programs. ESRAM is broadly applicable and not restricted to any particular funding programme or funder.

ESRAM empowers research administrators to undertake their new role with confidence, to become more comfortable with the complexity and wide range of tasks and

challenges, and to acquire a deeper understanding of their role in the full research project life cycle. The course is delivered and facilitated by experienced and dedicated colleagues from the EARMA community.

The course is usually held as a two day in-person seminar, repeated twice annually. For information about upcoming events and registration, please contact the EARMA office.

# Course information

Interaction and dialogue are key learning tools in the ESRAM experience. A generally relevant call from the EU Framework Programme is used as a common theme, tying together the different elements of the course. A pre-course survey is used to adjust each course to the specific needs of the participants.

ESRAM consists of interactive workshops, short lectures, case studies, exercises, discussions, and peer-to-peer learning. Sessions include practical insights, tools, tips, and group activities to reinforce and consolidate learning points. To provide an optimal learning environment, the number of participants is restricted to a maximum of 32 people.



## 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:** How to structure a dynamic research office

**SESSION 7:** Ethics, integrity and data access

**SESSION 8:** Personal competences

**SESSION 9:** Developing high performance skills for administration

**CONCLUSION:** Wrap up discussion, course evaluation and personal action planning

## Learning objectives

The overarching goal of ESRAM is to provide insights, tools, and multicultural networks that would otherwise take years to acquire. The intended effect of ESRAM is that participants—and their employers—benefit from the increased task management and problem-solving abilities gained, the international network of colleagues, as well as insights into the complexity of the research process, policies behind research funding, and current ‘hot topics’ in research management.



## Duration and tuition fees

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

★ 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.

Financial support of €500 may be available for EARMA members through the EARMA Training Awards. Contact EARMA at [earma@earma.org](mailto:earma@earma.org) for further information.

# What do the students think?

“[I liked] seeing all the different roles of RMAs.”



“I learned that there isn’t one single way to do things or face the problems; it isn’t black or white, but through discussions with colleagues, also from other fields, you learn to resolve them.”



“I do more and know more than I realized, and I’m not alone. 😊 Also realizing where I still want to develop.”



“[I learned] why it is important to professionalize our services and how to start doing that at my research office.”



“There is a whole community who support and do the same job – I’m not alone.”





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