

SRA International



New Membership Guide 2012



SRA International
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This new member guide has been prepared for you as a resource to get you started with experiencing the many invaluable benefits of SRA membership. If you have questions or need assistance, please visit our website, www.srainternational.org or contact us at membership@srainternational.org

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MEMBERSHIP HAS ITS BENEFITS AND HERE IS WHY...

Membership in SRA International offers an excellent opportunity to meet and network with your colleagues and learn more about the profession of research administration. We offer several chapter meetings, themed meetings, two section meetings and one annual conference per year which will allow you to network and enhance your professional career.

SRA International provides opportunities for you to interact with colleagues in many areas of research administration, from pre-award to post-award, and including intellectual property issues, departmental management, financial management, compliance and much more. Our members include administrators from universities, hospitals, commercial entities, funding agencies, independent research facilities and more. In addition, the membership is international, allowing for an even greater learning experience as well as the chance to form relationships across the globe!

If you have questions or need assistance, please visit our website, or contact SRA International at:



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We hope you explore the many membership benefits within the Society!

MEMBERSHIP HAS ITS BENEFITS AND HERE IS WHY...

SRA INTERNATIONAL MEMBER BENEFITS The Society of Research Administrator's mission, objectives, and Strategic Plan reflect the demands of a growing profession. Whether you work for a university, business corporation, health care facility, government agency, or non-profit organization, SRA offers everything you need to enhance your professional growth, foster personal and professional connections, and explore the possibilities of the future.

EDUCATIONAL and PROFESSIONAL DEVELOPMENT

SRA's extensive network of divisions, sections, chapters, and interest groups offer you the opportunity to explore current issues and developments in a wide range of occupational fields and geographical locations. Year-round educational and professional development seminars, meetings, [webinars](#), [certificate programs](#) and workshops are held on local, regional, national, and international levels.

NETWORKING

No matter what your professional objectives, interests, or status, you'll benefit from informal networking, peer consultation and personal friendships with other SRA International members. Opportunities for networking are offered at all SRA meetings and via the member's only website where SRA member contact information is provided.

Stayed tapped in to industry news, and SRA events by connecting with our social media outlets. [Our official Facebook page](#), [LinkedIn group](#), and [Twitter feed](#) all provide unique information and avenues to connect with colleagues and keep your finger on the pulse of SRA. Subscribe to our [YouTube channel](#) to see YOUR society in action!

INFORMATION/PUBLICATIONS

Through publications such as [The Journal of Research Administration](#) and [SRA Catalyst](#), SRA's monthly members only electronic newsletter, SRA provides information on current trends, technological innovations, and provocative issues affecting the research profession today. These publications also offer

research administrators the opportunity to publish articles and commentaries.

The SRA home page offers valuable links to key government and private funding agencies, program opportunity information, rules and regulations, and hot topics of value to research administrators. SRA employs email as the primary means of communicating up-to-the-minute information to its membership, keeping its membership informed of upcoming SRA events as well as other timely information of interest to research administrators

CAREER CENTER

SRA's Career Center is the best place to find jobs in Research Administration and related industries. Job seekers can post resumes and search jobs. The Career Center also provides tips and suggestions on how to chance your job search post jobs in the SRA Career Center and reach an abundance of qualified candidates.

And now SRA is featuring onsite Career Center's at its annual and section meetings. Take advantage of a captive regional audience to fill your open job listings with the best talent in research administration.

DIVERSITY

Through a wide variety of outreach plans and programs, SRA continuously seeks to broaden and diversify its membership base. On both institutional and individual levels, the Society is committed to minority recruitment and development and to providing professional development opportunities in all employment settings.

MENTORSHIP

SRA's Mentorship Program matches protégés with mentors who have similar career interests and concerns, providing inexperienced research administrators with the opportunity to benefit from the knowledge, insight, and experience of their seasoned colleagues.

BUILDING AWARENESS

Through outreach initiatives and joint meetings with other national and international organizations, SRA helps advance the public's understanding of the profession while strengthening its membership base within the international research administration community.

RECOGNITION

Through annual awards such as:

- The Hartford-Nicholsen Award
- The Rod Rose Award
- The Distinguished Contribution to Research Administration Award
- The SRA International Distinguished Faculty designation
- The Partnership Award for International and/or Inter-collegial Collaboration
- Recognition of Distinguished Contributions to the Profession by New and Mid-career Research Administrators
- The Award for Technology Innovation and Application

SRA celebrates its members' service, commitment, and achievement in the Society and in the field of research administration.

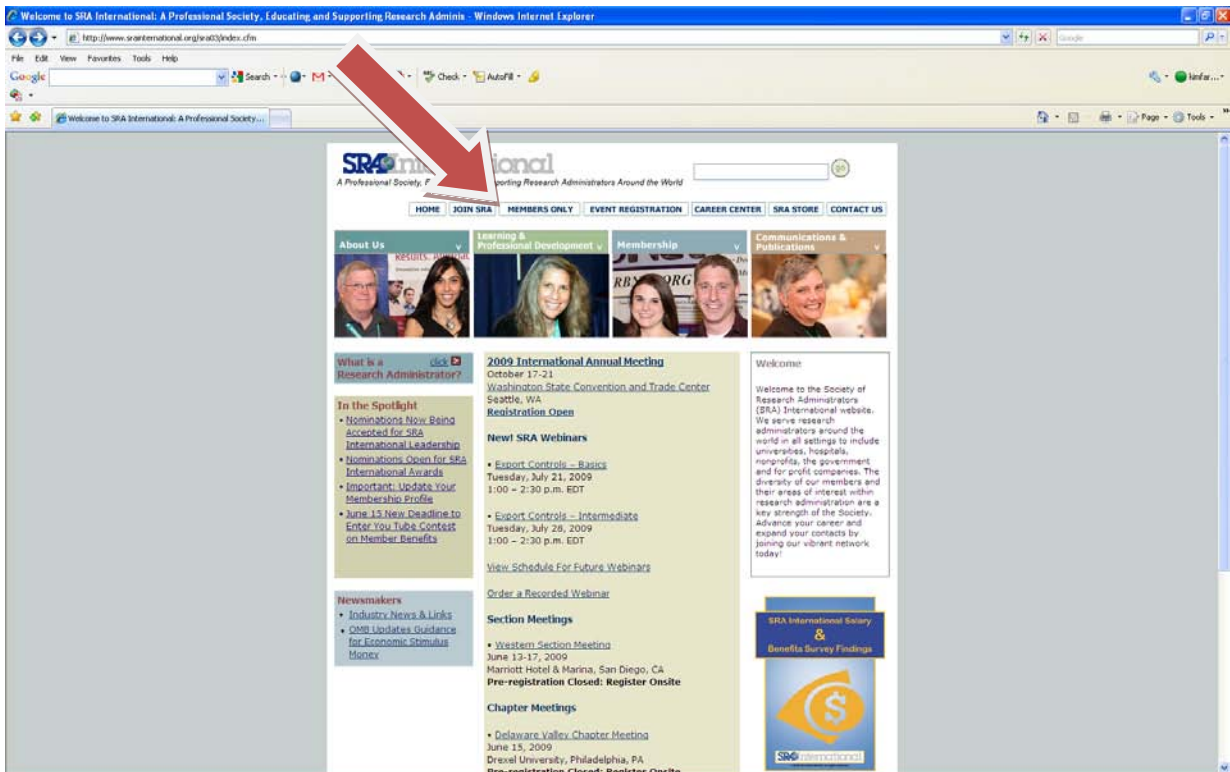


GETTING STARTED

Members-Only Website Login Information

Visit our Web site, www.srainternational.org, and take advantage of the information available only in our Members Only section by following this example:

1. Select the **Members Only** tab near the top of the home page.



2. You will be automatically redirected to a new Web page <https://netforum.avectra.com/eWeb/StartPage.aspx?Site=SRA> which is a trusted site. If you receive a security warning, please click on yes to be redirected to the new Members Only site.
3. Your username is your email address and your password for the first login will be **password1**. These instructions can also be found on the members-only login page.
4. Once you have logged in, you will be prompted to change your password to whatever you choose and will be able to remember.

Sample login:

Username: **jsmith@srainternational.org**

Password: **password1**

Questions

If you experience any problems logging in, please contact us at (703) 741-0178 or e-mail [**membership@srainternational.org**](mailto:membership@srainternational.org).



EDUCATION AND PROFESSIONAL DEVELOPMENT

SRA International is the **ONLY** professional association organized to meet the learning and networking needs of professionals from **ALL** sectors of the research administration field, including: for profit companies; hospitals; universities; government; and non-profits. SRA membership gives you access to:

On-Site Meetings and Networking Events

SRA meetings are scheduled throughout the year in local settings in an effort to offer affordable and attainable training programs to our members. 2010 Meetings include multiple Chapter meetings plus:

Annual Meetings

- **2012 Annual Meeting** – Gaylord Palms Resort
Orlando, FL - September 29 – October 3
- 2013 Annual Meeting – Coming soon!

Section Meetings

- **Midwest/Southern Section Meeting** - Hilton Netherland Plaza
Cincinnati, Ohio - May 6-9, 2012
- **Western/Northeast Section Meeting** – The Westin Market Street
San Francisco, CA - March 18-21, 2012

Chapter Meetings

Check the [SRA website](#) for more information about chapter meetings in your area!

Special Topic Meetings

- **Pre-Award Meeting** – FireSky Resort & Spa
Scottsdale, AZ February 13-14, 2012
- **Post-Award Meeting** - FireSky Resort & Spa
Scottsdale, AZ February 15-16, 2012



Webinars

SRA International has developed [Webinars](#) to help meet the educational needs of Research Administrators in these tough economic times. SRA members can register at a significant discount to non-members for \$90 per session.

[To access the most up-to-date webinar schedule, click here!](#)

For detailed information on any SRA event, visit our Website: www.srainternational.org.

Certificate Programs

The Society of Research Administrators International maintains [12 certificates](#) encompassing every aspect of Research Administration, including hospitals, universities, nonprofits and commercial institutions. The SRA Certificate Program offers [comprehensive training](#) specific to today's educational needs of research administrators.

The required curriculum for each certificate includes a half- or full-day workshop and four (4) to eight (8) concurrent sessions. The courses are held at various SRA meetings throughout the year.

SRA members have up to three years to complete certificate program requirements, allowing greater flexibility to manage time, travel and budget constraints.

SRA's 12 Certificate Programs are:

- Clinical Trials Research Administration 101
- Clinical Trials Research Administration 201
- Financial Management
- Grantsmanship
- Human Research Protections
- Introduction to Research Administration and Management
- Leadership
- National Institutes of Health Grants
- Research Integrity
- Research Law
- The Practice of Research Administration and Management
- Pre-Award

For the required curriculum associated with each Certificate Program, please review the [SRA Certificate Program Course Outlines](#).

Certificate program course credit is earned and awarded only if full SRA International membership is in effect at the time the course is taken. A member may let his/her membership lapse during the course of taking a certificate program, but educational credit is awarded only when full SRA membership is in effect. Non-members and those with a lapsed membership will not receive educational credit for any certificate program sessions or workshops taken during the time full membership is not in effect. Certificates of completion will only be granted to full members.

The Body of Knowledge – SRA's Online Community

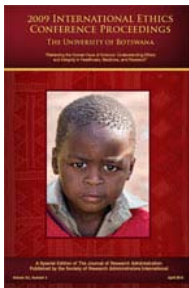
Full members enjoy access to the SRA **Body of Knowledge**: an on-line topical index of information, articles, resources and links essential to successful research management on all levels. It is produced and maintained by expert research administrators from around the world. SRA will soon launch an on-line professional collaboration and networking community.

To view the Book of Knowledge, go to the **“Learning & Professional Development”** Tab on SRA International's home page.

JOURNAL OF RESEARCH ADMINISTRATION

The Journal of Research Administration, published several times each year, is an official publication of the Society of Research Administrators International. SRA is the premier international academy for the academic and professional advancement, quality improvement, and innovation in research administration. The Journal of Research Administration is one of the key resources that supports the global mission of the Society and its members who serve in diverse agencies, institutes, universities and other establishments in every hemisphere.

The Journal of Research Administration is a critically important resource for your growth, for the enrichment of the body of knowledge of research administration, and for the advancement of the art and science of the profession and its allied disciplines. Whether you are an aspiring writer or a more experienced and published author, the Society encourages you strongly to consider submitting manuscripts for potential publication in the Journal.



Accessing the Journal

You will need to log in to view the current issue.

[Current Issue](#)

[Archived Issues](#)

Questions

If you have any questions regarding the Journal of Research Administration, including how to contribute articles for forthcoming issues, may be directed to info@srainternational.org. Journal Editor, Dr. Edward Gabriele, will review and respond to your message.

SRA CATALYST

[SRA Catalyst](#) is an electronic publication launched monthly to SRA International members. To ensure you receive the Catalyst every month, please verify that SRA International has your proper email address and that your network administrators allow messages from the info@srainternational.org email address to be received.

SRA Catalyst is highlighted by its widely recognized featured columns and columnists. Icons in the field like Mike “Spanky” McCallister, Dr. Pamela Miller, Dr. Jennifer Shambrook, Dr. Bruce Steinert, Attorney, J. Michael Slocum, SRA President, Jim Hanlon and many other distinguished research administrators have contributed their professional and personal wisdom to *SRA Catalyst* readers. Also featured in the Catalyst is the industry-leading SRA Career Center, highlighting open positions in research administration as well as all of the news that pertains to SRA’s meetings and events. Domestic and International research-related news round out this second-to-none industry recognized publication.

This monthly communications feature was developed by SRA International headquarters and endorsed by the SRA International Board. If you have any additional questions about the Catalyst and its contents, forward your comments to [Brian Walrath](mailto:Brian.Walrath@srainternational.org) via email or phone, 703-741-0178.

2012 ANNUAL MEETING



The 45th SRA International Annual Meeting will take place in Orlando, Florida from September 29 - October 3, 2012. Set in the warmth of central Florida, the theme of this year's meeting is "Grow, Evolve, Flourish." The annual meeting co-chairs welcome you to learn and to continue to develop your professional skills - while growing, evolving and flourishing as a Research Administration professional.

Please visit the [Annual Meeting Website](#) for additional information. If you have any questions regarding this meeting, please contact one of the 2011 Annual Meeting co-chairs:

Meeting Chairs

[Mark Hochman](#)

Senior Advisor, Research Policy and Strategy
University of Tasmania, Australia

[Debra Schaller-Demers](#)

Director, Research Outreach and Compliance
Memorial Sloan-Kettering Cancer Center

[Jennifer Shambrook](#)

Director, Grant and Contract Management Office
St. Jude Children's Research Hospital

VOLUNTEERING WITH SRA INTERNATIONAL

The success of SRA International is highly dependent upon the volunteer efforts of our Membership. New members are encouraged to volunteer; no matter how much or how little experience you have in the field. There are a variety of things that you can do to help the Society and help yourself grow in the process!

You don't have to make a huge time commitment in order to volunteer. There are some volunteer efforts that will require more of your time, such as serving as an officer or perhaps a committee chair. Other efforts are smaller, and many of them are a great place to start! You can volunteer at the international level, or at the section or chapter level.

For example, volunteers are always needed to help plan meetings. There are a variety of tasks that include everything from assisting with local arrangements like tours and restaurant information to planning workshops and sessions. And if you can't help plan the meeting, you can always help out once the meeting starts!

Consider volunteering to be a room monitor at a meeting. You can monitor a session that you already planned to attend, and your duties will include things like ensuring that evaluations are completed for the session and passing out handouts. It's a great way to show that you can be relied upon to do more in the future if you'd like to! You can volunteer to help stuff bags before registration opens or work at the membership desk, too!

Whatever your talents or preferred time commitment, SRA International needs you! To see what you can do to help, contact your section or chapter leadership, a member of the international leadership, or the SRA office!



LEADERSHIP AND ORGANIZATIONAL STRUCTURE

SRA International is governed by International Officers and a Board of Directors which formulates the Society's policies, oversees its financial, organizational, and operational activities, and promotes its mission, goals and objectives. The Society actively promotes a code of ethics designed to help members maintain a high level of professional and personal conduct. A number of SRA committees assist the president and board of directors by implementing policy and carrying out the work of the Society. Through the work of its board of directors, officers, and various committees, SRA is able to help educate research administrators in the growing demands of the profession.

Overview

International Officers

SRA's International Officers are elected by the membership to help lead the Society. The officers consist of: president, president-elect, past-president, secretary and treasurer.

Board of Directors

The Board of Directors consists of the international officers as well as elected at-large members.

Committees

The standing committees prescribed in the SRA Bylaws are: Executive, Bylaws, Development and Finance, Nominations and Membership. Full membership in SRA is required in order to serve on an SRA committee. Special committees are established by the Board of Directors to address needs in specific program areas. Current special committees include Chapter Relations, Education and Professional Development, Strategic Planning, Awards, International Affairs, Audit and the Section and Division Presidents.

Sections and Chapters

SRA International consists of five regional sections and a growing number of state and local chapters. Officers are elected by the section or chapter membership.

Divisions

SRA International is also organized into four divisions, which represent the needs of the various segments of SRA's diverse membership in meeting planning. Division officers are also elected by their membership.

For a listing of current International Officers, members of the Board of Directors, and section, chapter, and division Officers, please visit the SRA web site at: www.srainternational.org and click "Leadership" in the "About Us" section.

SRA International's Sections

SRA International consists of five sections, determined by geographical areas, and a growing number of state and local chapters.

Southern Section

Oklahoma, Texas, Louisiana, Arkansas, Mississippi, Alabama, Florida, Georgia, Tennessee, Kentucky, West Virginia, Virginia, North Carolina, South Carolina, Puerto Rico

Midwest Section

North Dakota, South Dakota, Nebraska, Iowa, Kansas, Missouri, Illinois, Minnesota, Wisconsin, Michigan, Indiana, Ohio

Northeast Section

Pennsylvania, Maryland, New York, Vermont, Maine, New Jersey, District of Columbia, Connecticut, Massachusetts, Rhode Island, Delaware, New Hampshire

Western Section

Alaska, Hawaii, Washington, Oregon, Nevada, California, Arizona, New Mexico, Colorado, Utah, Wyoming, Idaho, Montana

Canada Section

All provinces

International Section

All other nations

SRA International's Chapters

Alaska

Allegheny

Delaware Valley

Florida

Georgia/South Carolina

Michigan

Northern California

North Carolina

Ohio

Oklahoma

Pacific Northwest

Puerto Rico

Southern California

Texas

Virginia

In addition, SRA has members in over 30 countries across the globe and on six continents!

SRA International's Divisions

SRA International members can also join one of the Society's four professional divisions, each of which serves a unique segment of the research administration community. The divisions help to ensure that the diverse educational needs of SRA's membership are met.

The **Government Division** serves members involved in research administration in federal, state, or local governments.

The **Commercial Division** promotes the interests of members working for corporations, partnerships, proprietorships, and other for-profit organizations.

The **Non-Profit Division** focuses on the issues concerning independent organizations and the not-for-profit sector.

The **Education Division** focuses on the needs of members who work in all academic settings, including all public and private colleges and universities, university hospitals, and academic departments.



SRA INTERNATIONAL CONTACT LIST

We appreciate having you as a member, and **we are here to serve you!** If you contact the office, you will receive a response within one business day. Occasionally, individual staff members may be out of the office on leave or at a meeting. If you do not receive a satisfactory response within one business day, please contact the executive director.



Elliott Kulakowski

Interim Executive Director

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exedir@srainternational.org

Contact for: Customer Service Concerns, Operations, Governance, Strategic Planning, Policies and Procedures.



Ellen Lupinski

Director of Meetings and Education

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Contact for: Section and Annual Meeting Program Planning and Logistics, Dates, Speaker Logistics, and Contract Reviews.



Rebecca Vandall

Director of New Program Development and Strategic Partnerships

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rvandall@srainternational.org

Contact for: Exhibit and Sponsorship Opportunities, IACET CEUs, SRA Award Nominations, Webinar Planning, Distinguished Faculty.



Brian Walrath

Director of Member Services and Benefits

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membership@srainternational.org

Contact for: Membership (new and renewals), benefits, Mailing List Rentals, Web Site Login Problems, SRA Catalyst, the Journal of Research Administration, Social Media (Facebook, LinkedIn, Twitter and YouTube), and the Online Career Center for Job Postings.



Jenny Gauvin

Meetings Coordinator

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jgauvin@srainternational.org

Contact for: Meeting Related Questions (e.g. Dates, Location, Hotel Information), Chapter Information for Meetings, Web Site Updates, Elections and Registration.



Nora Potter

Education Coordinator

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npotter@srainternational.org

Contact for: Section and International Nominations and Elections, Bylaws, Session Evaluations, Workshop and Session Speakers, Presentation Postings to the Web Site, Certificate Program Questions Not Related to Planning, Verification of Attendance at Webinars and Meetings.



Kathryn LaBarre

Membership and Registration Coordinator

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klabarre@srainternational.org

Contact for: Membership and Registration (Webinars, meetings, etc.) Inquiries, Member Record Updates and Verifications, Payment Verifications, Members Only Log-in inquiries, Other General Membership and Registration Questions.



Yvette Rector

Accountant

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Thank you for your membership!