The REACH Advanced Vision

The REACH Advanced Certificate Program provides a flexible format to enable institutional leaders in research administration to broaden and customize their knowledge base in this ever-changing field. Through timely topic-driven sessions taught by subject experts from within and outside of Harvard, participants will acquire practical, current and highly relevant information to enhance their day-to-day work performance, and the skills to think critically about evolving policies and emerging issues. Session formats will vary, ranging from small group discussions to large lectures. Cross-University networking among accepted students will be facilitated through regular conference calls to which participants are encouraged to bring pressing, challenging research administration issues to the table.

Intended Participants

Harvard employees with 6 or more years of Research Administration or directly related experience who currently lead Harvard research administration efforts, or would like to do so in the future.

Anticipated Outcomes

Advanced certificate recipients will be able to demonstrate subject matter expertise in several challenging research administration topics and provide leadership for a specific research administration improvement initiative in a specific area of Harvard.

Format & Curriculum:

Overview

- Advanced Certificate applicants will be required to attend 10 qualifying sessions within a 24 month period. Events qualifying for REACH Advanced will be clearly announced as such and will be offered monthly.
- Speakers will be both internal and external to Harvard.
- Advanced sessions will be held across both campuses at locations that are appropriate for the anticipated attendance and certain sessions will be capped for enrollment based on the format of the class. Small group discussion-based classes will be limited to enrolled REACH Advanced participants and in many instances will be capped at 20 participants. RSVPs will be required.
- For larger lecture-based offerings, priority seating will be given to enrolled REACH Advanced participants. Remaining space will be made available to non-certificate Harvard employees on a first come-first serve basis. RSVPs will be required.
Additional Requirements for Certification completion

- Participate in a minimum of two small group discussions. These sessions will require the completion of pre-work and active participation.
- Completion of a one page journal entry following each qualifying session. Journal entries must demonstrate not just an understanding of the subject matter, but practical application of the knowledge-gained. This can be achieved by describing how one has applied the knowledge/topic area to his/her current role, outlining possible areas for improvement at Harvard in this topic area, locating a published article related to the topic and writing a brief synopsis of the article (with appropriate citation), or other efforts that reflect analysis and application.
- Completion of a final Capstone project.

Capstone Project

Each enrolled student will propose a Capstone Project after completing 8 of the 10 events required for a certificate in the REACH Advanced program to the REACH Advanced Capstone Review Board. The goal of the Capstone is to demonstrate proficiency in one or more areas of research administration and produce a work product that can benefit the University, School, Department or Program. The capstone project should be completed within the 24 month period of program enrollment. Examples of a capstone projects could be:

- Identifying a metrics-based comparison of the complexity among departments
- Interviewing internal or external RA leaders about an emerging area of compliance or risk and writing an article for a Harvard newsletter or blog
- Developing and teaching a new Advanced or other University-wide training
- Compiling FAQs or other educational tools for an existing Harvard policy
- Identify a peer institution’s policy or website that could inform improvements of an existing Harvard policy or website

Assessment of Participants

Participants are expected to actively engage in each session, and complete journal entries, attend small group discussion-based sessions and complete associated pre-work, and proposed and submit a final Capstone project. While the REACH Advanced Certificate program is pass/fail, it is expected that all participants will demonstrate a not only a thorough understanding of the material presented, but an ability to analyze and apply knowledge gained.

Performance Management

The successful completion of this course does not mean that a position will be automatically reclassified or that a person will receive a raise, bonus, or promotion. Career development and mobility should be between a staff member and his/her direct and indirect supervisors. However, successful graduates should leave the class with access to a network of research administrators and mentors to advise them regarding research administration issues and to help their future professional development.