Harvard University
University Research Administration Training Team (URATT)
Team Charter
November 2013

Objectives of the Team
The University Research Administration Training Team (URATT) formed in 2007 and its membership is comprised of representatives from schools and central administration across the University. The goal of the URATT is to develop, coordinate, administer and deliver quality research administration training opportunities for staff at Harvard University.

Members of the Team
Patrick Fitzgerald, FAS (Co-Chair)
Roseann Luongo, OSP (Co-Chair)
Charlene Arzigian, HKS
Eric Asetta, SEAS
Kay Sullivan, HSPH
Keri Godin, HMS
Andrea Gomes, OSP
Melissa Francis, HSPH
Amy Maltzan, CWD/OSP
Karen Woodward Massey, FAS
Eileen Nielsen, HSPH
Helen Page, GSE
Jeff Seo, HMS
Alison Wellman Smith, HKS

Scope of the Team
The scope of the URATT’s work will be to:

- Serve as a forum for communication and information exchange over a broad range of research administration activities related to training, including its identification of training needs, development of courses (online and instructor led), initiation and coordination of mentoring activities and professional organization learning opportunities.

- Identify issues, opportunities and projects where the URATT can work together to satisfy respective training needs and further interests.

- Oversee the development of a University-wide certificate program.

- Jointly develop, implement and evaluate training offerings.
Specific examples include:

- Development, Delivery and Oversight of Sponsored Programs Overview
- Development of online training

**Organization and Management**

Reporting to the Sponsored Administrative Leadership Committee (SALC), the URATT is comprised of a core group of research administration and training specialists to coordinate the training efforts of the research administration community at Harvard. The Team is co-chaired by a one school representative and one central administration URATT member.

**Structure of the Team**

See organization chart.

**Membership Guidelines**

- Meetings will generally be held the first Thursday of every month and will be 1.5 hours in length.
- Every effort will be made to staff the committee with representatives from the major research schools and central research administration.