

Research Administration Training Program

Pilot Program Enrollment

The Research Administration Training Program’s pilot cohort is expected to launch in February 2022 and end in November 2022 with approximately 10-12 enrollees. The pilot program will serve as a test of the Research Administration Training Program among a small and committed group of early-career and/or new to Princeton staff who are interested in providing significant feedback, which will lead to the program’s further development and improvement. Please see the program [website](#) for an overview and the curriculum.

While we encourage applications throughout the University staff community, the intention of this pilot is to generally prioritize Princeton staff with material research administration responsibilities in their positions, staff with 2 years of research administration experience or less, and staff who are newer to the Princeton community. The program also aims to assemble a pilot cohort representing individuals from diverse areas of research administration and backgrounds.

If you are interested in being considered a part of the pilot cohort, please complete and sign this application form. Supervisor signature is also required. Selections will be announced in December 2021 and an orientation session will be held in January, 2022 for the selected participants. Return completed form as an email attachment **by no later than Tuesday, November 30th** to Eszter Rudy, Training Program Manager, RATP@princeton.edu. Questions can also be directed to the same email address.

Participation in the pilot cohort requires the following commitments:

- Attendance at each scheduled live or in-person core class and selected elective classes. See the [pilot program schedule](#).
- Completion of pre-course assignments as well as any homework assigned for each class.
- Completion of evaluation and feedback forms after each class and providing periodic program-level feedback as requested.

The signatures at the end of the application form acknowledge that you and your supervisor understand and agree to the above listed commitments and selection criteria.

APPLICATION			
Name		Job Title	
Department		Email Address	
Supervisor’s Name		Supervisor’s Email Address	
How many years of experience do you have in research administration?			
How many years of experience do you have in research administration at Princeton?			
How many years of experience do you have working in any role at Princeton?			
What percent of your current position is dedicated to research administration? Please estimate to the best of your ability.			

Please enter a short bio – including experience in sponsored research administration.

Why are you interested in participating in this Pilot Program?

What goals would you like to achieve by participating in this Pilot Program and how will the Program help you reach them?

Are there specific topics about which you are hoping to learn in this Program?

Which elective classes are you interested in?

Applicant Signature

Date

Supervisor Signature

Date