

COURSE CURRICULUM
Cancer Research Administration Certificate Program
GS21 1743 Cancer Research Administration and Management, Lab Practicum
3 Credit Hour Course (120 outside-class hours required for completion)

Note: The dates and topics are only examples and are subject to change at the discretion of the Student & Instructor to meet the student's knowledge gap needs.

Week	Agenda/Topic	Designee
Weeks 1 and 2	Partner with designee(s) in Central Office: Office of Sponsored Programs, Pre-Award	Jamie Farias, Office of Sponsored Programs
Weeks 3 and 4	Partner with designee(s) in Central Office: Grants & Contracts Office & Research Finance, Post-Award	Amanda Ferguson, Grants & Contracts Office Carrie Feighl, Research Finance
Weeks 5 and 6	Partner with designee(s) in Central Office: Clinical Research Finance, Strategic Industry Ventures, Human Subjects Protection or IACUC	Mary Veazie, Clinical Research Finance Ferran Prat, Strategic Industry Ventures Wanda Quezada, Human Subjects Protection Wesley Harrott, IACUC
Weeks 7 - 11	Partner with varies Department Mentor(s): Pre and Post-Award grants management of large scale grant (i.e., SPORE, P01)	Julio Allo, Palliative & Integrative Medicine Jennifer Husmo, Molecular & Cellular Oncology Rick Valdez, Health Disparities Research Rachelle Mainard, Infectious Disease Sofia Wied, Division of Internal Medicine
Weeks 12 and 13	The student will spend weeks 12 and 13 preparing their portfolio and presentation.	Course Directors, Instructors and Mentors as needed
Week 14	The student will spend week 14 finalizing their portfolio and presentation.	Course Directors, Instructors and Mentors as needed
Week 15	Final Written Report and Presentation	Course Directors, Instructors and Mentors

INSTRUCTIONAL MATERIALS

Research Administration and Management by [Elliott C. Kulakowski](#) (Author), [Lynne U. Chronister](#) (Author)

Cancer Research Administration and Management

Lab Practicum

3 Credit Hour Course (120 outside-class hours required for completion)

Based on the students' knowledge gap, each student will select an office or department (s) in which they will shadow or "intern" for a specified duration of time. Prior to the start of the semester, the student will need to submit Section I from below for evaluation of feasibility.

For example, if a student opts to do a rotation in the Office of Sponsored Research, he/she will contact the OSP CRAM representative/Mentor and will set up a meeting to discuss specific knowledge gaps, objectives they plan to accomplish and how they will achieve their goals.

Duration: This will vary depending on the location. If a student requests to spend time in a central office, it would be advisable to spend a minimum of 6 weeks. If students want to get departmental level experience, they should spend a minimum of 3 weeks before moving on to the next department.

Altogether, each student will spend 12 weeks doing hands on work, 2 weeks to finalize the portfolio and 1 week to prepare for their oral presentation which will take place during the final week for a total of 15 weeks.

Deliverable Outline

At the end of semester, each student will turn in a portfolio of the work and knowledge gained through the lab practicum. The outline for the portfolio is below. In addition, each student will give a 10 min presentation on contents of the portfolio.

Section I. **Summary Statement:** Provide a brief summary of the knowledge gap that you want to fill during this semester (150-200 words max).

Objectives: List the objectives you plan to meet during this semester (2-5 objectives only)

Approach: Provide a detailed description of how your objectives will be accomplished. For example, who will you work with, what are the proposed activities you will work on? How frequently and when will you meet to work on said activities? Etc. (1 page)

Note Section I should be prepared and submitted 1 month prior to registering for this class in order to determine feasibility of the proposed work during the specified time frame.

Section II. 2-3 summary report on the overall semester project (s). Summary report should contain an overview where the lab practicum took place, who the student worked with, and what was accomplished. Succinctly describe how your objectives were met and the various tools used to reach your goal. Conclude with your biggest take away from this course and how the knowledge gained has impacted your career as a Cancer Research Administrator.

Section III. Provide examples of the types of projects you completed during this course. For example, if you did a rotation through the Office of Sponsored Research, and actively reviewed grants ready for submission, you should include samples of your review profile.

Evaluation

Can be evaluated by the CRAM program managers, and Course Directors and other guest lectures that were actively involved throughout the didactic lectures.