

2022 Workshop 4 – Networking: Cultivate Your Connections

Top Tips from Research Administrator Peers

May 10, 2022

The research administration tips below were gathered from the networking workshop attendees. Tips have been edited for clarity.

Question 1

When you first started administering research, what tool, support, or advice do you wish someone had shared with you?

Top Answers

Tips/advice to support a (new) research administrator:

1. Facilitate introductions to other individuals in the same role
2. Point out resources and workshops relevant to research administration (such as the [STAR program](#))
3. Provide opportunities for networking within your unit
4. Keep and share a curated list of helpful digital tools (e.g., Snagit and OneNote)
5. Encourage connections with the individual Principal Investigators (PIs) to get a sense of how they work and the best communication approaches
6. Provide a process for onboarding new team members
7. Show them to the list of who's who in VPRI and how they can help (e.g., [VPRI Contact Us](#))

Question 2

What is something you do that helps you maintain positive relationships and information flow with your researchers?

Top Answers

1. Format email communication in a concise way that facilitates an easy way to respond (i.e., numbered questions)
2. Connect regularly with your Principal Investigators (PIs)
3. Be open with researchers and explain the relevant processes clearly

4. Turn your camera on when meeting online and meet in person when feasible
5. Use a friendly and collaborative approach
6. Encourage feedback from PIs to continually improve the quality of communication and work
7. Provide a quick and short survey of questions that would help you learn your PIs communication preferences (method, frequency, etc.) and any other input to support a positive working relationship
8. Sharing opportunities and information that may be helpful
9. Phone calls/Teams calls whenever possible to resolve issues to minimize the need for numerous emails
10. Minimize the number of emails you send to only the most important ones
11. Listen well
12. Schedule regular check-ins with PIs virtually or in-person