**Background:** Research Administrators (RA) are key members of the clinical translational research workforce. Training opportunities are often limited for this specialized group.

**RAPTR:**
- Standardized training program
- Virtual training opportunities available on-demand
- Utilizes the iTHRIV Research Concierge Portal
- Virtual, in-person “office hours” for consultation

**Available RAPTR Training Modules**

- **Orientation**
  - General overview of institutional systems and training, resources, institutional meetings and listservs, research related polices, professional development information and a glossary of common terms.

- **Proposal Submission**
  - 6 Sections: Letters of Intent, Budgets, Facilities & Administration Costs, Sponsor Guidelines and Restrictions, Internal forms and routing.

- **Post Submission**
  - NIH Just in Time requests, assembly of Other Support documents.

**Office Hours:** Open forum for Research Administrators questions/consultation/community building. *Example topics:* budget development, proposal submission, institutional systems, post award administration.

**RAPTR Office Hours Attendees**

- Session 1: 7
- Session 2: 10
- Session 3: 13
- Session 4: 15
- Session 5: 15
- Session 6: 20
- Session 7: 15
- Session 8: 13

**Training Modules in Development**

- **Cost Sharing Series**
- **Subaward Series**
- **NIH “Soup to Nuts” Series**
- **Customizable Templates**
- **Post Award Series**

**Coming Soon! Mentorship Program**

- New RA mentoring
- Subject Matter Mentors
- Leadership Mentors

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*https://portal.ithriv.org/#/login*