



Sponsored Projects Administration Resource & Knowledge Series

TEAM PROJECTS & POSTER SESSION

Introduction

Each SPaRKS participant who is enrolled will be part of a subgroup and work on a team project. The project topic will be relevant to research administration and should serve the purpose of furthering the research mission at UCF. The SPaRKS Team Projects & Poster Sessions are designed to encourage creative thought and offer participants a forum for suggesting change and building tools for problem solving, resulting in a more productive work environment.

Team

Participants will be divided up into diverse groups of no more than 5 team members and choose a project topic for their poster presentation. Each team will have a designated mentor based on the project topic. Teams will consist of cross-department and cross-discipline members ensuring that the project details are explored from various vantage points. Some class time will be dedicated for teams to work on projects and to meet with the team's mentor.

Projects

Team projects aim to address an important topic (ex. customer service, process efficiency, communication, etc.) or solve an ongoing problem. This concept was adopted from Duke University's Research Administration Academy, where examples of group projects may be viewed: <http://finance.duke.edu/research/training/certificate/raa/projects/2009.php>. Projects will be evaluated based on the attached Team Project Feedback form.

Poster

A tri-fold display board will be provided to each team for project presentation. The display board should contain, at a minimum:

- a) *Team Information* (names and affiliations of each team member)
- b) *Problem Statement* (description of the topic or problem being addressed)
- c) *Key Stakeholders* (who will benefit)
- d) *Project Description* (details of the tool being developed with an example/sample)
- e) *Project Benefits* (why this tool is needed and how it will benefit the user)
- f) *Implementation* (how the tool will be used)

Presentation

Teams will present their projects to the Research Administration Training Council at the end of the SPaRKS program. Presentations should include an *abstract* (no more than one-page) summarizing the project objectives. Teams will have fifteen (15) minutes to present, and each team member should be present and actively engaged. Teams may choose to present its project via PowerPoint.

Research Administration Training Council:

Douglas Backman, Betsy Gray, Kim Hazlett, Nancy Nisbett, Kim Smith, Svetlana Shtrom, Justo Torres, Laurianne Torres, Terri Vallery, Doshie Walker