
STARWEB COURSE ASSIGNERS' GUIDE

WHAT IS STARWEB?

STAR stands for Specialized Training for Administrators of Research. STARweb was developed for the Institute by MIT's Office of Sponsored Programs (OSP) to provide training on the basic principles and policies of sponsored research administration. Currently, there are eight STARweb modules which you will assign depending on each employee's job responsibilities.

GETTING STARTED – ASSIGNING STARWEB MODULES

As the AO or Director of your unit, you have responsibility for assigning STARweb modules to people in your DLC who have responsibility for research administration responsibilities and the stewardship of sponsored project funds.

In March 2012, MIT implemented a new SAP course management system that allows us to move STARweb into our own system, the MIT Learning Center, from Traincaster where it has resided since 2007. The MIT Learning Center will offer many advantages over time.

During the transition to the Learning Center, we will adopt new module assignment and reporting procedures. Fortunately, they are easier. In the future, the Learning Center will allow us to improve these procedures further.

HOW TO ASSIGN STARWEB MODULES

We suggest that you review the STARweb curriculum (pages 3-4) to determine who should be assigned which modules.

We encourage you to make course assignments as soon as possible after staff members have been given responsibility for work that involves sponsored projects. They should complete the training as soon as possible after it has been assigned. What they learn is expected to have a positive effect on their ability to carry out research administration tasks in compliance with Federal and MIT requirements.

Before March 19, 2012 in Traincaster	After March 19, 2012 in the MIT Learning Center
Assign courses using Course Manager permissions	Send course assignments to osptraining@mit.edu

As a STARweb Course Assigner, you simply need to send an email the osptraining@mit.edu and a member of the training team will enroll that person in the courses that you designate. Please allow about 48 hours for us to complete the enrollment.

If you find it helpful, you may send the email below to the person who should take STARweb modules and copy to osptraining@mit.edu at the same time.

Subject line: Please take STARweb Training

Dear PARTICIPANT:

As a member of the staff of one of the foremost research universities, you will play an important part in the establishing the highest standards in research administration and the stewardship of research funds.

I'm writing to assign you a series of courses called STARweb that will help equip you to do this work in compliance with policy and regulation and to foster your professional development in research administration. With this note, I'm also requesting that the OSP training team enroll you in the modules below.

To learn more about STARweb and how to find the modules that I've assigned to you in the MIT Learning Center, see the OSP web site here: <http://osp.mit.edu/help-and-training/starweb>

Please complete the following STARweb modules by DATE.

COURSE ASSIGNER: DELETE THE MODULES THAT THE PARTICIPANT DOES NOT NEED TO COMPLETE.

- *Module 1—Overview: Summarizes the basics of sponsored research administration*
- *Module 2—Cost Principles*
- *Module 3—Direct Costs*
- *Module 4—Proposal and Budget Preparation*
- *Module 5 – Project Start-up and Monitoring*
- *Module 6 – Cost Transfers*
- *Module 7—Salary Distribution and Certification*
- *Module 8—Equipment and Sponsored Projects*

I'd be glad to talk about this further if you have questions or are interested in other sponsored projects training.

*Sincerely,
COURSE ASSIGNER*

Reporting: During this transition to the Learning Center, **you can request a report on STARweb completions** for the people to whom you've made assignments. This report will provide much of the same information that Traincaster reports provided. Please email osptraining@mit.edu.

Approximately quarterly, the Institute internal audit function updates completion data in concert with OSP using a data warehouse report that shows registration and module

completion data. You play an important part in ensuring that staff in DLCs have been assigned these modules and in confirming that they have enrolled in a timely way.

INFORMATION FOR EMPLOYEES IN YOUR DEPARTMENT

Please communicate directly with individuals in your department about which modules you have assigned to them and why.

You may also want to include a copy of the Student Information Sheet when you assign STARweb modules. You can get copies from the STARweb page on the OSP web site: <http://osp.mit.edu/help-and-training/starweb>.

MORE ABOUT THE STARWEB MODULES

Anyone who will be assigned any additional modules in STARweb should be assigned the Core Modules (1-3) and should complete these modules first.

THE CORE MODULES

- Module 1—Overview: Summarizes the basics of sponsored research administration including the key players, their roles and responsibilities, and the necessary financial terminology
- Module 2—Cost Principles: Covers how federal funds may be spent on sponsored projects at MIT. Four key concepts – the cost principles – provide guidance for all financial aspects of research administration
- Module 3—Direct Costs: Describes the most common types of direct costs incurred on sponsored projects at the Institute Essential Modules

RESEARCH ADMINISTRATION ESSENTIALS

These modules may be taken in any order to support an employee's current work responsibilities or professional development.

- Module 4—Proposal and Budget Preparation: Provides a nuts-and-bolts understanding of proposals, including the phases of proposal preparation (from the funding source to proposal submission); the roles of faculty, department staff, and central office staff in the proposal process; and how to build and submit a proposal.
- Module 5 – Project Start-up and Monitoring: Explains the different types of awards and related procedures for monitoring project expenditures. If you make expenditures or monitor research projects, this module contains information you need.
- Module 6 – Cost Transfers: Focuses on the principles and procedures of cost transfers on sponsored projects. If you make expenditures or monitor research projects, this module contains critical information.
- Module 7—Salary Distribution and Certification: Describes the process for distributing and certifying salary and the tools available to do these tasks. If you assign salary

distributions to research projects or monitor research cost objects, this module covers key skills.

- **Module 8—Equipment and Sponsored Projects:** Explains the rules of acquiring and managing equipment that is a direct cost for sponsored projects at MIT. If you make expenditures on research projects, this module contains information you need.