National Institutes of Health
Office of Extramural Research

Copy of 2020 NIH Office of Extramural Research (OER) Employee Training Survey

This survey is being conducted by the NIH OD-OER, Extramural Staff Training Office (ESTO). We are seeking information from extramural staff regarding your training expectations, outcomes, and needs. Your feedback is very valuable and will help to inform future training offerings for you and other extramural staff.

The information you provide will be combined with the other feedback and will not be reported out in any way that could identify you. It should take you approximately 10 to 15 minutes to answer all of the questions.

If you have any questions about the survey, please contact Paul Guansing at NIHSTAFFTRAINING@OD.NIH.GOV

Thank you in advance, for providing your feedback.

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1. Which business area(s) do you work in?

☐ Program   ☐ Grants

☐ Review

☐ Other (please specify)

[   ]

2. What is your NIH Role?

○ Scientific Program Director   ○ Program Officer

○ Grants Management Specialist   ○ Program Analyst/Specialist

○ Grants Officer   ○ Health Science Policy Analyst/Officer

○ Health Program Specialist   ○ Review Officer

○ Other (please specify)

[   ]

* 3. What is your NIH Job Series?

○ 0343   ○ 0603

○ 0401   ○ 1109

○ 0601   ○ Contractor

○ 0602

○ Other (please specify)

[   ]

4. Are you certified as a FAC-COR (Federal Acquisition Certification for Contracting Officer's Representatives)?

○ Yes

○ No

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5. Which IC/Office do you work for?

[dropdown ▲▼]

[text field]

6. Please indicate your employment history.

	Less than 1 year	1 to 2 years	2 to 5 years	5 to 10 years	More than 10 years	N/A
Years of federal employment:	○	○	○	○	○	○
Total years at NIH:	○	○	○	○	○	○
Years in the Extramural Program:	○	○	○	○	○	○
Years in your current position:	○	○	○	○	○	○

* 7. In the calendar year 2019, did you take any training at NIH for professional development, or related to your position roles and responsibilities? (Please do not include required/mandatory training such as Ethics, Sexual Harassment, or Computer Security.)

○ Yes   ○ I do not recall

○ No

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8. Please select all the NIH ICs/Offices whose training you took in the calendar year 2019.   If you remember some but not all of them, select the ones you remember <u>AND</u> select, *I do not recall the other training providers*.

☐ NIH Training Center (NIHTC)

☐ National Library of Medicine (NLM)

☐ Center for Information Technology (CIT)

☐ OER-electronic Research Administration (eRA) training

☐ Scientific Review Training Classes

☐ Grants Management University (GMU)

☐ Scientific Program and Review Interest Group (SPRIG)

☐ OER-Extramural Staff Training Office (ESTO)

☐ OER-Office of Extramural Programs (OEP)

☐ OER-Office of Laboratory Animal Welfare (OLAW)

☐ OER-Office of Portfolio Analysis (OPA)

☐ OER-Office of Policy for Extramural Research Administration (OPERA)

☐ I do not recall the other training providers.

☐ I do not recall.

☐ Other (please specify)

[   ]

9. If you took any Office of Extramural Research (OER) online courses or webinars, did you experience any difficulties or issues? (Please select all that apply.)

☐ Low quality video

☐ Font size too big or too small

☐ Other (please describe)

☐ Problems with audio

☐ Problems with video

[   ]

* 10. If you participated in any Office of Extramural Research Training (OER) training in 2019, select all the class(es) you took. If you do not remember all of the class titles, please select the ones you remember AND select, *I do not recall the other training providers*

☐ Anchor Orientation: Fundamentals of Extramural Activities (FEA)

☐ Integrated Core Curriculum (any or all parts 1-6)

☐ Cement Extramural Leadership Institute (CELI) program of CELI Project Symposium

☐ Investability 101 (any or all parts 1-3)

☐ Basic Reporting Tools For Extramural Staff (iRePORT, QVR, and RePORTER)

☐ Integrity in Review

☐ Other (please specify)

☐ RCDC Analytical Tools

☐ Annual NIH Extramural Staff Research Integrity Workshop

☐ OER-Extramural Staff Training Office (ESTO) Grab & Go Session

☐ I do not recall the other course titles.

☐ I do not recall any of the course titles.

☐ I did not take any Office of Extramural Research (OER) training in 2019.

11. We would like your feedback on up to three of the courses you may have taken from the list of Office of Extramural Research (OER) Training.

○ Anchor Orientation: Fundamentals of Extramural Activities (FEA)

○ Integrated Core Curriculum (any or all parts 1-6)

○ Cement Extramural Leadership Institute (CELI) program of CELI Project Symposium

○ Investability 101 (any or all parts 1-3)

○ Basic Reporting Tools For Extramural Staff (iRePORT, QVR, and RePORTER)

○ Integrity in Review

○ RCDC Analytical Tools

○ Annual NIH Extramural Staff Research Integrity Workshop

○ OER-Extramural Staff Training Office (ESTO) Grab & Go Session

○ [Insert text from Other]

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12. In what format(s) did you take this course? (Select all that apply.)

☐ In-person (classroom) ☐ Webinar/WebEx

☐ e-modules

☐ Other (please specify)

13. How effective was this course in...

	Highly effective	Effective	Not very effective	Not at all effective	Not applicable
Developing key skills & competencies?	○	○	○	○	○
Building your confidence?	○	○	○	○	○
Increasing your productivity at work?	○	○	○	○	○
Reducing agency risks?	○	○	○	○	○
Building awareness around new policies and procedures?	○	○	○	○	○
Refreshing your awareness of existing policies and procedures?	○	○	○	○	○
Grow as a leader in your business area.	○	○	○	○	○
Helping you perform your job better.	○	○	○	○	○

What are one or two important things you learned?

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* 14. We would like your feedback on up to three of the courses you may have taken from the list of Office of Extramural Research (OER) Training.

- ○ [Insert text from Other]
- ○ Anchor Orientation: Fundamentals of Extramural Activities (FEA)
- ○ Integrated Core Curriculum (any or all parts 1-6)
- ○ Cement Extramural Leadership Institute (CELI) program of CELI Project Symposium
- ○ Investability 101 (any or all parts 1-3)
- ○ Basic Reporting Tools For Extramural Staff (iRePORT, QVR, and RePORTER)

- ○ Integrity in Review
- ○ RCDC Analytical Tools
- ○ Annual NIH Extramural Staff Research Integrity Workshop
- ○ OER-Extramural Staff Training Office (ESTO) Grab & Go Session
- ○ [Insert text from Other]

15. In what format(s) did you take this course? (Select all that apply.)

- ☐ In-person (classroom)
- ☐ e-modules
- ☐ Other (please specify)
- ☐ Webinar/WebEx

16. How effective was this course in...

	Highly effective	Effective	Not very effective	Not at all effective	Not applicable
Developing key skills & competencies?	○	○	○	○	○
Building your confidence?	○	○	○	○	○
Increasing your productivity at work?	○	○	○	○	○
Reducing agency risks?	○	○	○	○	○
Building awareness around new policies and procedures?	○	○	○	○	○
Refreshing your awareness of existing policies and procedures?	○	○	○	○	○
Grow as a leader in your business area.	○	○	○	○	○
Helping you perform your job better.	○	○	○	○	○

What are one or two important things you learned?

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* 17. We would like your feedback on up to three of the courses you may have taken from the list of Office of Extramural Research (OER) Training.

○ Anchor Orientation: Fundamentals of Extramural Activities (FEA)

○ Integrated Core Curriculum (any or all parts 1-6)

○ Cement Extramural Leadership Institute (CELI) program of CELI Project Symposium

○ Investability 101 (any or all parts 1-3)

○ Basic Reporting Tools For Extramural Staff (iRePORT, QVR, and RePORTER)

○ Integrity in Review

○ RCDC Analytical Tools

○ Annual NIH Extramural Staff Research Integrity Workshop

○ OER-Extramural Staff Training Office (ESTO) Grab & Go Session

○ [Insert text from Other]

18. In what format(s) did you take this course? (Select all that apply.)

☐ In-person (classroom)

☐ e-modules

☐ Other (please specify)

☐ Webinar/WebEx

[ ]

19. How effective was this course in...

	Highly effective	Effective	Not very effective	Not at all effective	Not applicable
Developing key skills & competencies?	○	○	○	○	○
Building your confidence?	○	○	○	○	○
Increasing your productivity at work?	○	○	○	○	○
Reducing agency risks?	○	○	○	○	○
Building awareness around new policies and procedures?	○	○	○	○	○
Refreshing your awareness of existing policies and procedures?	○	○	○	○	○
Grow as a leader in your business area.	○	○	○	○	○
Helping you perform your job better.	○	○	○	○	○

What are one or two important things you learned?

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20. If you did not participate in any Office of Extramural Research (OER) training for professional development or related to your position roles and responsibilities, please let us know why not. (Please select all that apply.)

- [ ] I took course(s) in a previous year.
- [ ] I did not need training last year.
- [ ] I am not familiar with the training offered by the Office of Extramural Research (OER).
- [ ] I did not see anything relevant.
- [ ] I took training outside of NIH.
- [ ] I took training offered by my IC/Office or from another NIH IC/Office.
- [ ] Other (please specify)

- [ ] My supervisor was not supportive.
- [ ] The training session I wanted to attend was full.
- [ ] Training was held at an inconvenient location.
- [ ] Training was held at an inconvenient date or time.
- [ ] My organization had no training funds.

21. Do you need additional training on any of the following topics to better perform your job?

	No training need	Low training need	Moderate training need	High training need	Not applicable
Policies & Procedures	○	○	○	○	○
NIH Electronic Resources	○	○	○	○	○
Portfolio Analysis	○	○	○	○	○
Communicating Effectively	○	○	○	○	○

Please describe what other training would help you perform your job better.

22. If you were looking for training on the following topics, which ones would you expect the OER-Extramural Staff Training Office (ESTO) to provide? (Please select all that apply.)

☐ New Policies

☐ New Procedures

☐ Conflict Resolution

☐ How to Reduce Risks

☐ Negotiations

☐ QVR System training

☐ Project Management

☐ Ethics Training

☐ Computer Security

☐ I am not familiar with the training offered by the OER-Extramural Staff Training Office (ESTO).

23. What follow-up medium(s) would you prefer to use for reinforcing or enhancing skills you have recently learned in a training class? (Please select all that apply.)

☐ Additional online courses

☐ Email reminder to class participants

☐ Job aid or User Manual from the course

☐ Other (please specify)

☐ Online videos

☐ Web meetings with other learners

* 24. How would you prefer to receive training? (Please select all that apply.)

☐ Instructor-Led (in-person) training   ☐ Webinar

☐ Conference Call   ☐ Discussion Group

☐ eLearning or Web-based   ☐ Group Projects

☐ Mentored learning   ☐ Grab & Go

☐ Desk-side/Coaching   ☐ Case Studies

☐ Smartphone App   ☐ Combination of in-person and online

☐ Simulation/Role plays

25. What is your preferred length for a training session?

○ No preference   ○ 4-8 hours

○ 1-2 hours   ○ Multi-day

○ 2-4 hours

26. If you did not attend ALL the training you wanted last year, what were the factors that limited you? (Please select all that apply.)

☐ I took training in previous years.   ☐ The training session(s) I wanted were full.

☐ The training offered was not relevant.   ☐ Training was held at inconvenient locations.

☐ The training offered was not specific enough to my IC/Office. ☐ Training was held at inconvenient dates or times.

☐ I took training outside of NIH.   ☐ Lack of time for training.

☐ My supervisor/manager did not support some or all of my training requests. ☐ Lack of funds for training.

☐ Other (please specify)

[   ]

27. What improvements can the Office of Extramural Research (OER) make to their training activities or programs that would help you be more effective?

[   ]