RESEARCH ADMINISTRATORS MEET! (RAM)

MISSION:
RAM is an informal, grass-roots organization developed to facilitate networking, communication and knowledge transfer by and between CU Research Administrators.

ACTIVITIES:
RAM activities include but are not limited to:
- Holding RAM Meetings.   Typically, these are discussion oriented monthly meetings which are:
  - Facilitated group discussions by RAM members utilizing the knowledge and experience within departments and institutes to stimulate discussion, discover new methods and provide educational opportunities for all those interested; or
  - Presentations by campus experts to speak on topics relevant to RAM which contain a discussion component.
- Facilitating group discussion on topics of special interest on an ad hoc basis;
- Providing a forum for connecting those who would like informal mentoring and networking opportunities;
- Fostering a collegial community of research administrators through the provision of an e-mail list serve;
- Creating a welcoming and supportive environment for those involved in research administration;
- Advocating for those within RAM as a group by providing a unified voice and for those within RAM when topics of mutual interest arise;
- Serving as a conduit for those wishing to receive input from those involved in RAM; and
- Promoting and supporting institutional consistency in research administration.

IMPACT OF VOLUNTARY/GRASS-ROOTS STATUS:
As a volunteer organization, RAM is **not** to be considered as:
- a source for official information and guidance, but rather as a channel/conduit to official information and a source of informal discussion. For example:
  - RAM can help guide those requesting information to an official source.
  - RAM can also provide informal and anecdotal advice on specific situations and general issues.
- a repository or archive of information. In general, it is not good business practice to have an informal exchange such as RAM; be retained in archival fashion as this could be misconstrued by auditors as official practice, be inaccurate (as responses are not reviewed/vetted) or could be outdated. This would include e-mails and notes as examples of what should not be archived.
- the collective voice of CU research administrators. RAM can be effectively used to communicate information and as a conduit for input and discussion; however it is important to note that RAM does NOT encompass all CU research administrators due to the voluntary/grass-roots nature of the organization.
- a formal CU organization and therefore has neither financial/operating support nor a reporting relationship within CU. RAM is wholly dependent upon the volunteer contributions as noted above of those participating and/or interested in RAM.

The purpose of this document is solely to provide information related to the current organization and role of RAM on the CU Boulder campus. This document is not intended to formalize or restrict the informal/grass-roots nature of RAM and can therefore be changed or modified by RAM when desired.

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MEMBERSHIP:
Membership is open to all CU Research Administrators which includes:
- staff who have some responsibility for any aspect of sponsored research;
- all interested faculty and staff including those in central offices, departments and research institutes.

RAM membership is accomplished by joining the RAM email list which can be found in a link on the OCG website or by contacting someone already in RAM to request being added to the RAM email list. All CU Research Administrators are welcome to enroll in and use the resadmin@lists.colorado.edu email list, to attend meetings, to participate in RAMentoring and to join in all other RAM activities.

LEADERSHIP:
RAM is led by a rotating group Research Administrators who volunteer their time and expertise to the shared research enterprise.   Selection is through volunteers or requesting volunteers. Typically volunteers commit to a minimum of two years.

Steering Team. (Minimum of four Volunteers – 3 hours/month)
- Organize location, time, date, topic and presenters for monthly meetings
- Solicit input and suggestions for meeting topics
- Recruit volunteers for Special Topic Discussions or Tasks
- Prepare and distribute informative agendas with approximates times
- Composition:
  - Minimum of four volunteers; one to include a past Steering Team Member.
  - It is ideal to have volunteers with staggered terms and from different departments/institutes for each year as this keeps new ideas flowing in and develops leadership/ownership amongst the members

Communications Team. (Minimum of two Volunteers – 1 hour/month)
- Maintains e-mail list serve by adding/deleting members as requested
- Provides information on how to post questions, subscribe, etc.
- Works with OCG website staff to ensure RAM information is available and accurate
- One member of this team will functions as the Note Taker Team Lead who will coordinate volunteers to ensure that there is one note taker assigned per meeting, to share the work load.
  - General duty is to summarize and distribute notes from monthly meetings
  - Goal is to have a minimum of five note taker volunteers to assist with taking meeting notes.
  - Meeting notes are e-mailed to RAM e-mail list within one week of meeting.
- Special Discussions/Task Volunteers as needed.
  - RAMentoring Program
  - Special Topic Discussions
  - Provide input or act as liaison with other campus entities that impact research administration such as the current FAAB (Faculty-Administrative Advisory Board to OCG)
  - Pro-active input on topics and/or responses to requests for input/information from CU central offices such as OCG, SPA, Export Control, Research Integrity, etc.   At this time, it is believed that this type of input would go to FAAB through the four research administration representatives appointed by OCG and/or their home institute/college.