

## Research Service Employee Training Resources

This list of training resources will provide professional and personal growth opportunities to help you maximize your success as an employee of the VA Research Service. For additional computer-based training opportunities please visit [www.hcsc.va.gov](http://www.hcsc.va.gov), which includes information on VA Talent Management System, LinkedIn Learning, and 24x7 Skillsoft.op

- Items listed under **Resources** provide a basic foundation of knowledge.
- Individuals listed as **Peer Mentors** can help you apply that knowledge to the specific context of your job. Please contact Michael Merritt to be connected with one or more peer mentors.

Topics	Peer Mentors	Resources – How to Access (TMS, <a href="#">VA Talent Management System Website</a> )
<b>Job Training</b>		
<b>Biosafety and Laboratory Safety</b>	Kamal Mohammed, Marlene Thomas, Joshua Yarrow	<ul style="list-style-type: none"> <li>• TMS. Search for "Biosafety."</li> <li>• TMS. Search for "Laboratory Safety."</li> </ul>
<b>Budget Management</b>	Hattie Grant Margaret McCallum David Clark Joshua Yarrow	<ul style="list-style-type: none"> <li>• TMS. Search for "Budget."</li> <li>• Research Service Resources web page – <a href="https://www.nffre-research.org/va-research-resources">https://www.nffre-research.org/va-research-resources</a>. See the section called "Budget Management and Planning."</li> </ul>
<b>Conflict of Interest</b>	Katie Yeckring, Marlene Thomas, David Clark	<ul style="list-style-type: none"> <li>• TMS. Search for "Conflict of Interest."</li> </ul>
<b>Contracts and IPAs</b>	Gabe Canelas, Danielle Leader, Tammy Harris	
<b>Data Analysis and Statistics</b> <ul style="list-style-type: none"> <li>• Qualitative Methods</li> <li>• Quantitative Methods</li> </ul>	David Clark Joshua Yarrow	<ul style="list-style-type: none"> <li>• TMS. Search for "Statistics" or "Data" or "Qualitative" or "Quantitative."</li> <li>• SAS – <a href="https://www.jmp.com/en_us/online-statistics-course.html">https://www.jmp.com/en_us/online-statistics-course.html</a>. Course title: <b>"Statistical Thinking for Industrial Problem Solving."</b> <b>NOTE:</b> This an excellent free course consisting of many short videos (about 5 minutes each) that cover basic concepts and fundamentals of statistics. No stats software is required.</li> </ul>
<b>Database Management</b>		<ul style="list-style-type: none"> <li>• TMS. Search for "Database."</li> </ul>
<b>Employee Management and Evaluations</b>	David Clark, Joshua Yarrow Michael Merritt, Margaret McCallum	<ul style="list-style-type: none"> <li>• TMS. Search for "Performance Management."</li> </ul>
<b>Epromise</b>		
<b>Grant Proposal Submission</b>	Hattie Grant, Yi Zhang	<ul style="list-style-type: none"> <li>• Funding agency website and "Request for Applications" (RFA)</li> </ul>
<b>Human Resources</b> <ul style="list-style-type: none"> <li>• Position Description (PD)</li> <li>• Consolidated Classification Unit (CCU)</li> </ul>	Michael Merritt Margaret McCallum	<ul style="list-style-type: none"> <li>• TMS. Search for "Human Resources," "Writing Position Descriptions," or "CCU"</li> </ul>
<b>Institutional Animal Care and Use Committee (IACUC)</b>	Marlene Thomas, Prodip Bose, Joshua Yarrow	
<b>Institutional Review Board</b> <ul style="list-style-type: none"> <li>• Informed Consent/HIPAA</li> <li>• Continuing Review/Status Report</li> <li>• Protocol Revision</li> </ul>	Katie Yeckring Marlene Thomas Lisa Campbell David Clark	<ul style="list-style-type: none"> <li>• TMS. Search for "Institutional Review Board" or "Informed Consent" or "HIPAA"</li> <li>• UF IRB Policies, Guidelines, and Guidance – <a href="https://irb.ufl.edu/index/irb-policies-guidelines-and-guidances.html">https://irb.ufl.edu/index/irb-policies-guidelines-and-guidances.html</a></li> </ul>

Topics	Peer Mentors	Resources – How to Access (TMS, <a href="#">VA Talent Management System Website</a> )
<ul style="list-style-type: none"> <li>• Common Rule</li> <li>• Adverse Events and Unanticipated Problems</li> </ul>		<ul style="list-style-type: none"> <li>• VA Central IRB—<a href="https://www.research.va.gov/programs/orppe/vacentralirb/default.cfm">https://www.research.va.gov/programs/orppe/vacentralirb/default.cfm</a></li> <li>• Advarra IRB – <a href="https://www.advarra.com/review-services/institutional-review-board/">https://www.advarra.com/review-services/institutional-review-board/</a></li> <li>• Observe an IRB meeting as a guest: Request permission in advance from the IRB Chair</li> </ul>
Inventory Controls	David Clark Joshua Yarrow	<ul style="list-style-type: none"> <li>• Research Service Resources web page – <a href="https://www.nffre-research.org/va-research-resources">https://www.nffre-research.org/va-research-resources</a>. See document called "Inventory/Equipment Management."</li> <li>• TMS. Search for "Inventory."</li> </ul>
IRBnet/VAIRRS	Lisa Campbell Ebony Osborne Research Coordinators	<ul style="list-style-type: none"> <li>• Research Service Resources web page – <a href="https://www.nffre-research.org/va-research-resources">https://www.nffre-research.org/va-research-resources</a>. See training modules for researchers.</li> </ul>
Laboratory Safety and Biosafety	Kamal Mohammed, Prodip Bose, Joshua Yarrow	<ul style="list-style-type: none"> <li>• TMS. Search for "Laboratory Safety."</li> <li>• TMS. Search for "Biosafety."</li> </ul>
Microsoft Office: Word/Excel/Powerpoint		<ul style="list-style-type: none"> <li>• TMS. Search for "Word," "Excel," or "Powerpoint.t"</li> </ul>
Procurement/Purchasing	Gabe Canelas, Margaret McCallum, Tammy Harris	<ul style="list-style-type: none"> <li>• TMS. Search for "Procurement Integrity."</li> </ul>
Publications: VA Acknowledgement/Pubtracker		<ul style="list-style-type: none"> <li>• Research Service Resources web page – <a href="https://www.nffre-research.org/va-research-resources">https://www.nffre-research.org/va-research-resources</a>. See section called "Publications and Presentations."</li> </ul>
Quality Assurance	David Clark, Joshua Yarrow	<ul style="list-style-type: none"> <li>• TMS. Search for "Assurance."</li> </ul>
Records Management/Retention	Michael Merrit (pending hire of new office staff)	<ul style="list-style-type: none"> <li>• TMS. Search for "Records Management."</li> </ul>
Strategic Planning	David Clark, Joshua Yarrow	<ul style="list-style-type: none"> <li>• TMS. Search for "Strategic Planning."</li> </ul>
VA Funding	David Clark. Joshua Yarrow	<ul style="list-style-type: none"> <li>• Research Service Resources web page – <a href="https://www.nffre-research.org/va-research-resources">https://www.nffre-research.org/va-research-resources</a>. See section called "VA Funding."</li> </ul>
VA Time & Attendance System (VATAS)	Michael Merritt, Margaret McCallum, Tammy Harris	<ul style="list-style-type: none"> <li>• TMS. Search for "VATAS."</li> </ul>
<b>Personal Improvement</b>		
Communication (Inter-personal and Business)	David Clark Joshua Yarrow Michael Merritt Margaret McCallum	<ul style="list-style-type: none"> <li>• TMS. Search for "Communication," "Anger Management," or "Conflict"</li> </ul>
Leadership		<ul style="list-style-type: none"> <li>• TMS. Search for "Leadership"</li> </ul>
Promotion		<ul style="list-style-type: none"> <li>• TMS. Search for "Promotion"</li> </ul>
Teamwork		<ul style="list-style-type: none"> <li>• TMS. Search for "Teamwork Foundations"</li> </ul>
Time Management (Personal and Business)		<ul style="list-style-type: none"> <li>• TMS. Search for "Time."</li> </ul>
Writing Clearly	David Clark, Joshua Yarrow	<ul style="list-style-type: none"> <li>• TMS. Search for "Writing."</li> </ul>