



STARweb Course Manager Information July - August 2007

What is STARweb?

STAR stands for Specialized Training for Admistrators 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 been authorized as a “Course Manager” in TrainCaster, the web platform for the STARweb curriculum.

Course Managers assign the appropriate STARweb modules to your departmental participants. We suggest that you review the STARweb curriculum (pages 4-5) to determine who should be assigned which modules.

Information about how to assign STARweb modules is on pages 2-3 of this document. If you have any difficulty, please contact Eileen Nielsen, nielsen@mit.edu or 4-5382.

If there is someone else in your department who should (also) be the Course Manager, please let Eileen know and she will create that authorization.

When should people take STARweb?

STARweb is available as of August 1, 2007. We encourage you to make course assignments during the month of August.

The target completion date for STARweb modules is the end of November. Early in 2008, representatives from OSP will be asked to report aggregate data to the Institute Audit Committee on STARweb assignments and completions.

This fall, OSP will build reports in the Data Warehouse that show registration and module completion data. We will send documentation to all STARweb Course Managers once these reports are completed.

In early December, the Assistant Dean or Senior Officer for your area may ask for a report on your unit. Their reports will provide the data to be presented to the Institute Audit Committee.



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Information for employees in your department

Please communicate directly with individuals in your department about which modules you have assigned to them and why. Please note that STARweb participants will receive one system-generated email notification informing them they have been assigned to the Core Modules and asking them to check their “My Traincaster” to see if additional modules have been assigned. This email will be sent the day after you make the STARweb assignments; only one such email notification is generated.

You may want to distribute a copy of the Student Information Sheet to individuals who have been assigned STARweb modules. You can get copies from the STARweb home page (<http://web.mit.edu/OSP/STARweb>) or by emailing Eileen Nielsen (nielsen@mit.edu).

How to assign STARweb modules

1. At the STARweb home page (<http://web.mit.edu/osp/STARweb>) scroll down and select the “Link to TrainCaster.”
2. You will see a screen with your name and department at the top right. Near the top left of the screen, you will see three tabs under the MIT Training header:

User Manager Reports My Traincaster

The User Manager box is light gray, showing that you are on the User Manager screen.

3. The screen has a table with two functions: Manage Users and Assign Multiple Users to a Curriculum.
4. **To assign users one at a time to the STARweb curriculum, select Manage Users.**
 - a. A dialog box opens with the names of all employees in your unit.
 - b. Select the individual you want to assign to training and click on Modify User.
 - c. A screen with that person’s User Information will appear. Scroll down the page to the lavender-colored box “Assigned Curriculums for Training.” Select the lavender “Modify” button.
 - d. The “Assign Curriculums to User” screen appears. Scroll down the Unassigned (right hand) box until you find the appropriate STARweb modules.
 - e. Select the module/s you wish to assign and click the ADD button. This step submits the course assignment. A green dialog box confirming the action appears at the top of your screen. Continue adding modules until the appropriate assignments have been made.



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- f. Click “Finished.” This takes you back to the Modify User screen. When done with that person, you can click cancel or select the User Manager tab.
5. **To assign the same modules to multiple users, select Assign Multiple Users to a Curriculum.**
 - a. The “Select Curriculum” screen opens. Open the dialog box and select the desired STARweb module.
 - b. Click on “Continue.” A dialog box opens with the names of all employees in your unit.
 - c. Select the employees you wish to assign to this module by holding the Control key (to select individuals one-by-one) or the Shift key (to select a group of individuals in sequence.)
 - d. Click the ADD button. This step submits the course assignment. A green dialog box confirming the action appears at the top of your screen. Continue adding modules until the appropriate assignments have been made.
 - e. Repeat the process for each module where you wish to assign groups of users.
 6. **To remove curriculum assignments:**
 - a. Select either the Assign Multiple Users to a Curriculum or the Manage Users function.
 - b. Follow the appropriate path until you see the Assigned (left-hand) box with the curriculum assignments previously made.
 - c. Highlight the name/s of individuals whose assignments you wish to change and click the REMOVE button. A dialog box confirming the action appears at the top of your screen.
 7. **To assign users based in other departments**
 - a. The registration system in Traincaster does not allow authorizations that cross departmental groups. To assign training to someone who works in your area but whose home department is elsewhere, you will need to contact the AO (or STARweb course manager) for that individual’s home department.

Note: Modules 1-3, the STARweb Core Modules, are assigned as one course.

If you have any questions, please don’t hesitate to contact Eileen Nielsen (nielsen@mit.edu, 4-5382.)



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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

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.