



## STARweb Student Information Sheet

### **What is STARweb?**

STAR stands for Specialized Training for Addministrators of Research. STARweb was developed for the Institute by MIT's Office of Sponsored Programs (OSP) to introduce you to the basic principles and policies of sponsored research administration.

The curriculum is divided into two groups of modules.

- a. Modules 1-3, the Core Modules, are the foundation of STARweb and must be taken by anyone intending to take additional modules.
- b. Modules 4-8, Research Administration Essentials, divide research administration into more specific topics.

Your AO has determined which modules are appropriate for you to complete. The modules assigned to you can be accessed through the STARweb site.

Each STARweb module was designed to be completed in 1 hour or less. You may stop at any point during a STARweb module and log out. When you log back in, the system will begin at the point where you stopped.

Each module begins with a pre-quiz to help you identify topics of particular interest and concludes with a post-quiz. A score of 100% is required on the post-quiz to complete the module. You will be directed to the appropriate content for any questions you miss on the post-quiz. There is no limit to the number of times you may take the post-quiz and no scores are recorded except for the final score of 100%.

### **When do I need to complete the STARweb modules?**

STARweb modules may be assigned any time after August 1, 2007. Unless your AO gives a different deadline, you should plan to complete all assigned modules of STARweb by the end of November, 2007. Toward the end of this year, representatives from OSP will ask departments or Schools to provide aggregate data on STARweb assignments and completions so that they can report this information to the Institute's Audit Committee early in 2008.

### **Reviewing completed modules**

If you want to return to a completed STARweb module for reference, you may do so by following the information below and selecting the link "Review Course for NO CREDIT" at the bottom of My Traincaster page.

### **To access the STARweb modules**

From the STARweb home page (<http://web.mit.edu/osp/STARweb>) scroll down to select the link to Traincaster. This will take you to the page "My TrainCaster" where you will see the required modules listed.

If you have questions or comments about STARweb, please send them to Eileen Nielsen at [nielsen@mit.edu](mailto:nielsen@mit.edu)