

RESEARCH ADMINISTRATION, MASTER OF SCIENCE

MS in Research Administration (<https://advanced.jhu.edu/academics/graduate/ms-research-administration/>)

The MS in Research Administration is designed to accommodate career practitioners as well as those who seek a career in research administration. The program requires that students complete a core curriculum of four courses and two focus areas, or one focus area and a concentration. As part of the core curriculum, students must either write a thesis or engage in an approved capstone project. In all, students must take a total of 12 or more courses, regardless of whether the course offers three credits or four. Courses within the focus areas are grouped in areas of interest to benefit students who work or want to work in various areas of research administration, or who may have varying levels of experience or special needs. The three focus areas are: Program Administration and Facilitation; Financial Management of Sponsored Programs; and Compliance, Legal, and Regulatory Issues. The concentration is a concentration in International Research Administration Management.

Admissions Criteria for all Advanced Academic Programs (<https://e-catalogue.jhu.edu/arts-sciences/advanced-academic-programs/enrollment-services/admission/>)

PROGRAM-SPECIFIC REQUIREMENTS

In addition to the requirements expected of all Advanced Academic Programs applicants, the MS in Research Administration program requires applicants to submit:

- **A current resume**
- **A statement of purpose:** A one- to two-page statement that explains your reasons for seeking admission, addressing your analytical abilities and interest in studying the theory and practice of research administration.
- **Two recommendations:** Under "Recommendations," include the contact information for two recommenders. They will be automatically emailed information to access the system and can then complete and upload their recommendation form. Choose two recommenders that verify professional and/or academic accomplishment.

PROGRAM REQUIREMENTS

- Three required core courses
- One culminating experience course
- Two focus areas or a focus area and a concentration
- Electives

Code	Title	Credits
Core Courses - Required:		
AS.475.601	Introduction to Research Administration	3

AS.475.602	Organization and Leadership for Research Administration	3
AS.475.604	Introduction to Legal, Ethical, Regulatory, and Compliance Issues	3

Core Course - Culminating Experience:

AS.475.800	Capstone Project in Research Administration	3
or AS.475.801	Research and Thesis in Research Administration	

Concentration / Focus Area

Select two of the following:	18
	-21

Concentration in International Research Administration Management

Program Administration and Facilitation (Focus Area)

Financial Management of Sponsored Programs (Focus Area)

Compliance, Legal, and Regulatory Issues (Focus Area)

Electives

Select electives courses to meet the 12-course requirement	3
	-6

Program Administration and Facilitation (Focus Area)

Code	Title	Credits
Required Course		
AS.475.606	Project Management of Sponsored Programs	3
Electives		
Select two of the following:		6
AS.475.603	Assistive Technologies for Research Administration ¹	
AS.475.605	Program Development and Evaluation	
AS.475.607	Grantsmanship, Grant Writing and Evaluation of Grant Proposals	
AS.475.623	University-Corporate Relations: Principles and Best Practices	
AS.470.709	Quantitative Methods (Interdisciplinary Course)	
AS.470.728	Fundamentals of Nonprofits and Nonprofit Management (Interdisciplinary Course)	
Total Credits		9

Financial Management of Sponsored Programs (Focus Area)

Code	Title	Credits
Required Course		
AS.475.609	Financial Management of Sponsored Programs	3
Electives		
Select two of the following:		6
AS.475.603	Assistive Technologies for Research Administration ¹	
AS.475.611	Reporting and Statistical Analysis for Sponsored Programs	
AS.475.617	The Federal Acquisition Regulations and Defense Contracting	
AS.470.798	Financial Management and Analysis in Nonprofits (Interdisciplinary Course)	
Total Credits		9

Compliance, Legal, and Regulatory Issues (Focus Area)

Code	Title	Credits
Required Course		
AS.475.613	Advanced Topics in Compliance, Legal, and Regulatory Issues	3
Electives		
Select two of the following:		6-8
AS.475.603	Assistive Technologies for Research Administration ¹	
AS.475.614	Managing Compliance, Legal, and Regulatory Issues in Research Hospitals and Health Care	
AS.475.615	Research Contracts & Industrial Agreements: Domestic and International (1)	
AS.475.616	Domestic and International Special Issues in Research, Legal and Regulatory Affairs (1)	
AS.410.649	Introduction to Regulatory Affairs (Interdisciplinary Course) ²	
AS.410.687	Ethical, Legal & Regulatory Aspects of the Biotechnology Enterprise (Interdisciplinary Course) ²	
Total Credits		9-11

Concentration in International Research Administration Management

Code	Title	Credits
Required Courses		
AS.475.618	International Research Infrastructure and Management for Higher Education	3
Electives		
Select three of the following:		9
AS.475.615	Research Contracts & Industrial Agreements: Domestic and International	
AS.475.616	Domestic and International Special Issues in Research, Legal and Regulatory Affairs	
AS.475.619	International Funding and Grantsmanship: Proposal Development, Submission and Management	
AS.475.621	International Research Regulatory, Ethical and Compliance Issues in Research Management	
AS.475.624	The Role and Importance of Culture and Communication in International Research Collaborations	
Total Credits		12