

GLOBAL SPONSORED PROJECT ADMINISTRATION	
Date	September 2-4, 2015
Location	ETH Zurich / Maschinenlabor / Clausiusstrasse 2 / Zurich / Switzerland
Duration	Day 1: 2 PM- 5 PM Day 2: 9 AM- Noon Lunch 1 PM – 3PM City Tour (until 5 PM) Day 3: 9 AM- Noon Lunch 1 PM – 3PM (end)
Faculty	Vivian Holmes Broad Institute of MIT and Harvard Kim Moreland University of Wisconsin-Madison

Context and General Goal

The primary goal of the *Global Sponsored Research Administration* is to create a supportive environment that allows research managers and administrators focusing on US grants and contracts in general and with the NIH in specific, to reach their full potential to create, develop, communicate and transfer new knowledge. Recent years have shown that the global reach of universities world-wide have developed dramatically. For each research institution, it is becoming increasingly more important to extend its network of international partnerships and collaborations in education, research, business and healthcare, and with the global development sector, governments, charities and philanthropists. Amongst others this can be achieved by extending and deepening relationships with overseas research organizations.

The Workshop therefore offers interested research managers and administrators a two and one half-day professional development opportunity that focuses primarily on the post-award phase of US grants including financial aspects of administering US grants, audits, communication with NIH, monitoring of sub-awardees outside US. This workshop provides an in-depth look at financial compliance issues through a combination of lecture, case studies, review of audit reports, and a discussion of best practices. The workshop presents the legal as well as financial issues of sponsored programs management.

Target Audience

- Research Managers/Administrators (pre- and/or post award)
- Financial Managers/Administrators
- A minimum of two years of sponsored projects administration experience with US grants
- Max. 100 participants

Aim / Results

- Understanding of the role and responsibilities of an NIH sub-awardee respectively main-awardee;
- Ability to describe the differences between US grants, contracts and cooperative agreements;
- Ability to describe the underlying legal framework surrounding US sponsored projects;
- Ability to identify the US circulars that govern federally sponsored projects and discuss the key principles of each, including how they apply to the preparation and submission of proposals and the administration of awards;
- Ability to distinguish between allowable and unallowable costs and between direct and F&A costs;
- Ability to identify several types of third party agreements associated with sponsored projects administration;



- Ability to describe the various components of a proposal budget and how to apply the institution's F&A cost rate;
- Ability to assist a Principal Investigator in finding sources of US funding;
- Ability to explain the process through which a proposal to an US funding program travels from the time it begins as an idea with the faculty member to the point of award;
- Ability to describe the importance of proper closeout of a US sponsored project and the steps necessary to prepare for an audit;
- Ability to understand and explain the importance of the primary compliance issues facing institutions today when dealing with US grants.

Draft Program (to be discussed with faculty)

- Introduction
Short introduction of the faculty and their specific field of NIH/NFS research administration as well as the different perspectives of the researchers, sponsors, and university officials they are experiencing.
- Finding US Funding
Overview on where to find funding, funding trends.
- Terminology
Differences between US grants, contracts and cooperative agreements, third party agreements associated with sponsored projects administration.
- Proposal Development
The steps needed to build a proposal from the budget to the work scope and addresses responsibilities of all parties.
- Finances
Setting up a budget and applying the institution's F&A cost rate and preparing for an audit.
- Negotiation
Process of negotiation and key areas that an institution will need to focus on due to financial or academic risk.
- Award Management
Project setup and the recommended tools needed to manage an award from invoicing to closeout.
- Regulatory and Related Issues
Non-financial regulatory aspect of sponsored research focusing on use of humans, animals, biosafety among others concerns.