

NCURA Online Learning

A Primer on Subawards Under Federal Assistance Awards 8 WEEK ONLINE TUTORIAL



LEARN AT YOUR OWN PACE! Choose the start date that works best for you to begin your access to the online tutorial. You will have 8 weeks to complete the lessons and the multiple choice final exam at your own pace – ALL lessons and the final are available from the start.

This online tutorial is focused on subcontracting programmatic effort under federal grants and other financial assistance awards. "Subcontracting" and "third party agreements" cover a wide variety of activities, too broad to be thoroughly addressed in an online tutorial. To alleviate this issue, the course has been divided into a series of lessons that deal with aspects of the subaward crucial to the Research Administrator.

It has been designed for Research Administrators who are relatively new to the field and, in particular, new to having responsibility for managing subawards. The course is a primer, meaning that it is intended to provide basic information on the topic for those who are just getting involved in it.

The tutorial will offer interactive learning activities as well as knowledge reviews. Students should expect to spend approximately 1 hour per lesson. The course will end with a multiple-choice final exam. Those who successfully pass the final exam (80% or higher) can download a certificate of completion.

Technical Requirements: Internet connection and a computer. For optimal performance please use Internet Explorer 5.0 or higher. Both Internet Explorer and Flash are strongly recommended and are available for download, free of charge, at the start of the tutorial.

Registration Deadline: Close of business the Monday before a given 8 week period. See chart below.

Registration Fees: \$250.00: NCURA Members | \$300.00: Non-Members

REGISTRANT INFORMATION (Please Print):

Name: _____

Title: _____

Institution/Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ E-Mail Address: _____

Login instructions will be included in your confirmation. Please note your access begins on your selected start date

TWO WAYS TO REGISTER

ALL REGISTRATIONS MUST BE PREPAID. Payment must be made in U.S. dollars. NCURA's Federal Tax ID # 52-1721115

- (1) Credit Cards accepted exclusively online. Go to http://www.ncura.edu/content/educational_programs/online/subawards/registration.php
- (2) Mail with completed form and check, payable to NCURA to:
NCURA, 1015 18th Street, NW, Ste 901, Washington, DC 20036

\$250.00 NCURA Member \$300.00 Non-Member

\$175.00 Become an NCURA Member (optional) *

Total Payment Due \$ _____

* **PLEASE NOTE:** If you join NCURA at the time of registration you are eligible for the member rate.

CANCELLATION POLICY: Refunds of the registration fee, less a \$50 administrative charge, will be honored if a written request (no fax, phone or e-mail cancellations will be accepted) is received 5 business days before the start date of a given 8-week period. **AFTER THAT DATE NO REFUNDS WILL BE MADE.**

TRANSFER POLICY: Registration can be transferred to another individual without penalty 5 business days before the start of a given 8-week period.

2012 OPEN ENROLLMENT COURSE DATES

Please choose one of the following 8-week sessions:

<u>Start Dates</u>	<u>End Dates</u>	<u>Registration Deadline</u>
<input type="checkbox"/> February 13	April 9	February 6
<input type="checkbox"/> March 5	April 30	February 27
<input type="checkbox"/> March 26	May 21	March 19
<input type="checkbox"/> April 16	June 11	April 9
<input type="checkbox"/> May 7	July 2	April 30
<input type="checkbox"/> May 28	July 23	May 21
<input type="checkbox"/> June 18	August 13	June 11
<input type="checkbox"/> July 9	September 3	July 2
<input type="checkbox"/> July 30	September 24	July 23
<input type="checkbox"/> August 20	October 15	August 13
<input type="checkbox"/> September 10	November 5	September 3

Questions? Contact NCURA at (202) 466-3894 or info@ncura.edu