

Assessing the Effectiveness of Training Programs

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OFFICE OF SPONSORED PROGRAMS
ACADEMIC YEAR 2008-2009 EDUCATIONAL OFFERINGS
 (Check <http://oregonstate.edu/research/osp/education.htm> for updates to this listing)

Sign-up	Title	Description	When Offered
	Subawards	This workshop will discuss subawards—how they are used, how to budget for them, and how they are handled at OSU.	Fall Academic Term
	Grants.gov	This workshop will introduce using Grants.Gov for proposal submission. Grants.gov allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is the single access point for over 900 grant programs offered by Federal grant-making agencies.	Fall Academic Term
	Cost Sharing	This workshop will cover cost share basics. This session will include: what is cost share, what is the difference between mandatory and voluntary cost share, what types of cost share are there, how to report cost share, determining who is responsible for cost share (during the proposal stage, award, and post award period), and who is primarily responsible for cost share during the life of the award.	Winter Academic Term
	Locating Funding through On-Line Databases	This hands-on workshop presents an overview of funding opportunity databases such as Grants.gov, IRIS, Fed Biz Ops and how to utilize them to identify sponsors for your research, instructional, or scholarly activity. This session will include: database content, searching techniques, and the establishment of e-mail alerts.	Winter Academic Term
	Grants.gov for NIH	This workshop will introduce faculty to NIH applications using the Grants.gov electronic proposal submission system. Common errors that holding up an applications being successfully submitted to NIH is one of the areas to be highlighted.	Winter Academic Term
	Submitting Your Proposal Through OSU	This workshop presents information on how to submit proposals at OSU, and will discuss such topics as: the offices involved, the location of resources, time	Winter Academic Term

		needed for proposal approval, and the most common issues that cause delay	
	Proposal Writing for Principal Investigators	This two-hour workshop is created especially for faculty who are new to writing their first proposal for external funding. The workshop shares proposal writing techniques and project salesmanship. This workshop is restricted to faculty and postdocs and has a limit on number of participants.	Spring Academic Term
	Determining Contract Types	OSU has two contracting offices that deal with external funding—Procurement and Contract Services and Sponsored Programs. This workshop will describe characteristics of contracts as well as what makes a contract a sponsored program and what makes a contract <u>not</u> a sponsored program	Spring Academic Term
	Faculty Forum -- NSF and NIH Proposal Submissions	Experienced faculty will lead a panel discussion describing their insights on submitting successful proposals.	Spring Academic Term

To register for any of these classes, place a checkmark in the “Sign-up” column, and complete the information below. You will receive an e-mail confirmation of your registration, including the location of the workshop. The forms can be returned by campus mail to: Office of Sponsored Programs, 308 Kerr Administration Building, faxed to 541-737-3093 or sent via e-mail to osprc@oregonstate.edu.

Printed Name:

Department:

Phone: _____

E-mail: _____

Emory University
Office of Sponsored Programs
Office of Grants and Contracts Accounting

Research Administration at Emory
RAE Program Details

Mission: The RAE Program will ensure that Emory Faculty and Administrators have the knowledge required to ensure that the sponsored programs received by Emory University are administered according to the terms and conditions of the awards, University policies and other sponsor requirements.

New Faculty Orientation

Departmental Administrator's Certification Program

Ed Series

New Faculty Orientation

Approximately 3 hours

Overview of:

- Research Administration at Emory (Research growth at Emory/history, Research Admin Offices, Websites, Roles and Responsibilities, Other resources)
- Proposal Routing and Processing (includes electronic systems, seeking funding and budget development)
- Research Compliance issues (including Financial Conflicts of Interest Policy)
- A21 – Allowability, Documentation, CAS Exceptions, Cost Transfers
- A110 – Reporting, Cost Sharing, Program Income, Payment Terms
- Effort Reporting
- Award Management
- Other University Policies

Research Administrator's Certification Program (RAE Program)

Online courses plus approximately 3 full days of in person training for basic certification

Basic Certification = Completion of Stage 1 and 2 below

Customized School Certifications = Completion of Stage 1 and 2 below plus any electives that the school deems as required for certification in their school. (ie: Clinical Certification is anticipated to include completion of a classes offered by the Clinical Research Office in addition to stages 1, 2 & 3 below)

Stage 1 – Online Modules which should be completed during employee's initial period at the University.

- Introduction to Sponsored Projects Administration at Emory
 - Terms, Offices, Resources, Acronyms, Electronic/IT Systems, etc.
- Highlights of A21: Allowability, Documentation, Cost Transfers & CAS Exceptions
- Highlights of A110: The Administrative Requirements of Research Administration
- Effort Reporting at Emory
- Research Administration Policies applicable to Research Administration at Emory

Stage 2 – In person training (approximately 3 days)

(Prerequisite: Completion of all Stage 1 modules)

Main emphasis is on case studies and discussion exercises with formal training provided on the following subjects.

- Proposal Preparation and Routing
- Budget Development
- Award Administration
- Closeouts and Financial Reporting
- Audits

Stage 3 – Testing

Individual must score a minimum of 84% on 50 question multiple choice exam.

RAE Administrator's Certification will be issued upon completion of Stages 1 - 3

Stage 4 – Maintenance and General Education

Individuals holding certification will be required to maintain their certification by earning a (tbd) amount of RAE Credits. These credits may be earned by attendance at Ed Series sessions offered at Emory University or attendance at outside training such as NCURA or SRA sponsored events.

Events offered by other organizations require prior approval for credit by the Director of Research Administration Education and Communications.

Research Administration Ed Series

Short courses providing more a more in depth look at a variety of subjects.

Electives include (but are not limited to):

- Clinical Trial Administration
- Industry Contracts
- Export Controls
- Subrecipient Monitoring
- CAS Exceptions
- Understanding Financial Conflicts of Interest
- Equipment Management
- Service Centers/Recharge Centers
- Facilities and Administrative Rates
- Subcontract Administration
- Cost Sharing
- Administering NIH Training Awards
- NIH 101
- NSF 101



EMORY

Research Administration Training at Emory

Over recent months, Central Research Administrators at Emory have met with a variety of Emory Researchers and non-central Research Administrators in an effort to identify ways to improve Research Administration at Emory. A survey was also conducted to gather more insight into this area. Similar initiatives will continue. Throughout these processes, the need for more training was a topic which has been highlighted consistently. Research Administration is a complex field. Ensuring that researchers and research administrators throughout the University have a solid base of knowledge to draw upon is essential in creating the environment that will best support our researchers while protecting the interests of the institution and our sponsors.

In an effort to provide Emory's Research Community with the base of knowledge they need to effectively administer the awards received by Emory, a comprehensive research administration training plan for Emory is currently under development. Detailed below are some of the initiatives covered under this plan.

Training for Emory Research Administrators (this includes central, school, divisional and departmental levels):

In the fall of 2007, this training program which will later develop into our

In this month's issue:

- Labor Distribution Reports - See page 2
- Important Reminders - See page 2
- NIH - Multiple PIs - See page 3
- FAQ - Direct Charges to Federal Projects... - See page 8

- Did you know... - See page 9
- A Research Administration Profile... - See page 10

Coming Next Month -- Understanding the Details and Rules for Cost Transfers

Research Administration Certification Program will be introduced to the Emory Community. Topics will include those from the initial stages of processing a proposal to the closeout and audit phases. While this program will be designed for Research Administrators, Researchers are welcome to attend.

New Faculty Research Administration Orientation Program:

This program, anticipated to last approximately 3 hours, will provide the new faculty member with an orientation to Research Administration at Emory. Topics such as the proposal routing process, guidance on "who to call" and University policies will be included. While this is being designed with the newer researcher in mind, all faculty will be welcome to attend. This program is scheduled to be introduced in the Fall of 2007.

Brown Bag Lunch Topics:

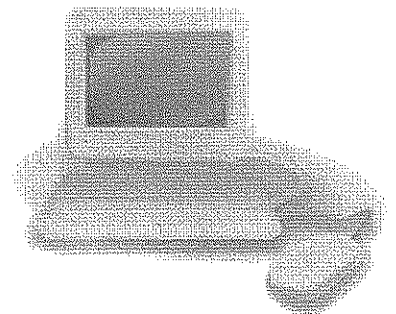
In this forum, researchers and research administrators are invited to join central administrators in a discussion of specific research administration topics. Most sessions will begin with a presentation on the topic. Fifteen to twenty sessions will be offered throughout the year on a variety of topics. The schedule of dates, locations and topics will be announced Fall of 2007.

Any feedback regarding upcoming training initiatives is welcome and should be addressed to kerry.peluso@emory.edu.

Important Reminders:

Labor Distribution Reports are available through WebFocus which can be found on the Finance Webpage www.finance.emory.edu. *Since not all versions of the report are currently available electronically, paper labor distribution reports will be sent out for the month of June.* For more information, see <http://www.ogca.emory.edu/instructions.cfm>.

OSP has a new process for requesting Provisional Award Numbers (PANs) which can be found at www.osp.emory.edu.





EMORY

Research Administration at Emory Educational Series

The Office of Sponsored Projects and the Office of Grants and Contracts Accounting are pleased to announce a new program. The Research At Emory Educational Series will include a series of educational sessions on a variety of topics. Sessions will last 1.5 - 2 hours and will generally include a presentation on the topic as well as time for discussion. While hosted by OSP and OGCA, speakers will include both central and school or departmental Research Administrators from many areas of Emory. On the following page is the list of the topics currently scheduled for our upcoming fiscal year. Topics include information in Pre, Post and Cost Accounting areas. Additional topics may be added at a later date. Further information on the sessions, exact times and locations will be announced closer to presentation dates and will be available on the OSP and OGCA websites at that time.

Suggestions for topics for future sessions are very welcome and can be directed to Kerry Peluso.

In this month's issue:

- Educational Series FY08 Schedule - See page 2
- Research Administration Training - See pages 2 & 6
- Grant Deadlines Calendar - See page 3
- Allowability Panel Case - See page 7
- NIH's Just In Time - See page 9
- Research Administration Profile - See page 12
- Did you know... - See page 13

Research Administration at Emory

Educational Series Schedule for FY08

Topic	Month
Allowability and CAS Exceptions	October
Allowability and CAS Exceptions	October
Service Center Administration	November
Electronic Reports -- eBIZ Labor Reports & Managing Equipment at Emory	December
Service Center Administration	December
Sponsored Programs Audit and Legal Matters	January
Introduction to the Staff and Responsibilities of OSP and OGCA	January
Allowability and CAS Exceptions	February
Administration of NIH Training Grants	March
Facilities and Administrative Costs	March
Clinical Trial Processes	April
The Closeout Process (including subcontracts and relinquishments)	April
Electronic Grant Processes	April
Tools for Funding Searches	May
Effort Reporting at Emory	May
Electronic Reports -- Research Administration Ad Hoc Queries	May
Service Center Administration	June
Subrecipient Monitoring	June
Cost Sharing at Emory	June



OFFICE OF SPONSORED PROGRAMS
EMORY UNIVERSITY



Return to OSP

Return to OGCA

Research Administration at Emory

RAE Foundation Program

This is a three day program providing an introduction to the fundamentals of Research Administration at Emory.

Attendee's must attend all three days.
Next sessions will occur in September and October.

Please see dates listed below.

September 29th, October 7th and October 14th, 2008

Please register for these sessions via an email to
Camilah Hicks

at cghicks@emory.edu

Please note: All sessions will take place in the 1599 Building, room location will be specified after registration.
(Time: 8:30am- 3pm)

Research at Emory Educational Series Sessions

Date:	Time	Topic/Presenter	Location:
September 22nd, 2008	1pm-3pm	Cost Sharing at Emory Ron Thompson, Director, OGCA	1599 Building, Room 5C
September 26th, 2008	10am-noon	Grants Management in FAS Melissa Kuskle, Mgr, Financial Compliance/Outreach Svcs	1599 Building, Room 1.380
October 8th, 2008	10am-noon	Effort Reporting Bill Lambert, Director of Cost Studies	1599 Building, Room 5C
October 10th, 2008	2pm-4pm	Facilities and Administrative Costs Bill Lambert, Director of Cost Studies	1599 Building, Room 5C
October 21st, 2008	10am-noon	Budgeting Basics Sarah White, Director, OSP	1599 Building, Room 5C
October 31st, 2008	2pm-4pm	Industry Contracts Orman Simpson, Associate Director Pre-Award	1599 Building, Room 5C
		Introduction to OSP and OGCA	

November 10th, 2008	2pm-3pm	Kerry Peluso, AVP Research Administration, OSP and OGCA Camilah Hicks, Director, Research Administration Education and Communications	Oxford College
TBD	TBD	Administration of NIH Training Grants: K and T Awards Joy Austin, Assistant Director, Post Award Subcontracts and Subrecipient Monitoring	TBD
TBD	TBD	Sarah White, Director, OSP Ron Thompson, Director, OGCA SF-424	TBD
TBD	TBD	Holly Sommers, Assistant Director, OSP Stacey Derico, Sen. Assoc. Sponsored Research Analyst, OSP	TBD
TBD	TBD	IPAs: What are They and How Do They Work at Emory? Ron Thompson, Director, OGCA	TBD
TBD	TBD	GRA and GCC: Georgia Research Alliance and Georgia Cancer Coalition Ron Thompson, Director, OGCA	TBD
TBD	TBD	Audit and Legal Matters Ron Thompson, Director, OGCA	TBD
TBD	TBD	The CAS Exceptions Process The Allowability Panel	TBD
TBD	TBD	Post Award for PreAward Staff OSP and OGCA	TBD
TBD	TBD	Grant and Business Related Travel Melissa Kuskie, Mgr, Financial Compliance/Outreach Svcs Sarah White, Director, OSP Jennifer Hulsey, Director, Emory Marketplace	TBD
TBD	TBD	Recharge and Service Center Administration Bill Lambert, Director, Cost Studies	TBD
TBD	TBD	Case Studies OSP and OGCA	TBD
TBD	TBD	Equipment Management Bill Lambert, Director of Cost Studies	TBD
TBD	TBD	Compliance Issues for PreAward OSP with ORC	TBD
Graduate School Workshops			
September 12th, 2008	12pm-1:30 pm	Life in the NSF FastLane System Sarah White, Director, OSP Stacey Derico, Sr. Assoc. Sponsored Research Analyst, OSP	120A Tarbutton
September 26th, 2008	12:30pm-2pm	Life in the NSF FastLane System Sarah White, Director, OSP Stacey Derico, Sr. Assoc. Sponsored Research Analyst, OSP	120A Tarbutton
October 10th, 2008	12pm-1:30 pm	Navigating the Sponsored Research Framework: Meet and Greet Office of Sponsored Programs/Office of Grants & Contracts/College Staff OSP, OGCA and College Staff	TBD
February 13th, 2009	12pm-1:30 pm	Shaking the \$\$ Tree for Research Fellowships OSP	TBD

April 10th, 2008	12pm- 1:30 pm	Finding Funding for International Activities Across the Disciplines OSP	TBD
March 13th, 2009	TBD	National Institutes of Health OSP	TBD

To register for the classes, please include the title of the session you would like to attend and please only register for the classes that are announced. Please send an email with your name and department to Brenda Brossett at bbrosse@emory.edu

New Faculty Orientation to Research Administration

Coming Soon

Online Resources

At-A-Glance Training Information

At-A-Glance materials are provided as quick reference tool for post-award administration. They highlight major aspects of the topics, policies, and regulations presented. For a thorough understanding please read the original source documents referenced in the material.

OMB A-21

OMB A-110

Cost Overruns

Cost Principles

Cost Sharing

Cost Transfers

Effort Certification

Intergovernmental Personnel Agreement (IPA)

Surplus Property

Additional Reference Material

CAS Job Titles

CAS Signatures

Equipment

Student Payments

Outside Training

The National Council for University Research Administrators



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Submit ERS Related Issues
- [Forms and Agreements](#)
Proposal/Transmittal Form
Advance Account Request
Cost Sharing
Clinical Trials Early Review
All Forms and Agreements
- [Policies](#)
Sponsored Projects Manual
Research Policies
Sponsored Projects Policies
Policy Memoranda
All Policies and References
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Sponsors and Agencies
OMB Circulars
Ben Reports
Sponsor Sheets
Other Useful Links

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REGISTRATION SP@Penn Reference Material SP@Penn

Sponsored Programs at Penn



Course Description:

Sponsored Projects at Penn has been designed to provide a comprehensive introduction to the basic knowledge required to effectively prepare proposals for submission to external sponsors and to monitor and manage grant funds at Penn. The course is divided into the following five half-day sessions:

- Introduction to Sponsored Project Administration
- Proposal Preparation & Processing
- Award Acceptance and Account Set-up,
- Post Award Management
- Closeout and Audits of Sponsored Project Funds

Sessions will also include discussion of allowability of costs, budget preparation, proper documentation and reporting tools.

OTHER INFO

Who should register?

Individuals who assist faculty with the preparation of proposals requiring the individual to make determinations of allowability, allocability, and reasonableness in accordance with sponsor guidelines, federal regulations, and University and School/Center policies/procedures and regulatory requirements; review and approve expenditures at the central level; provide counsel and advice to faculty regarding cost transfers, effort reporting or overall award management; are responsible for the monitoring of awards, reviewing financial reports for accuracy and compliance and assuring that charges are allowable, properly allocated and reasonable.

[Sponsored Programs at Penn Info Sheet](#)

[Evaluation Form](#)

[Instructor Bio's](#)

[Burning Questions Page](#)

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- Animal Subjects
- Export Controls
- Material Transfer
- Effort Reporting
 - ERS Log On
 - Submit ERS Related Issues
- Forms and Agreements
 - Proposal/Transmittal Form
 - Advance Account Request
 - Cost Sharing
 - Clinical Trials Early Review
 - All Forms and Agreements
- Policies
 - Sponsored Projects Manual
 - Research Policies
 - Sponsored Projects Policies
 - Policy Memoranda
 - All Policies and References
- Links
 - Sponsors and Agencies
 - OMB Circulars
 - Ben Reports
 - Sponsor Sheets
 - Other Useful Links
- PennAES
- ORS Newsletter



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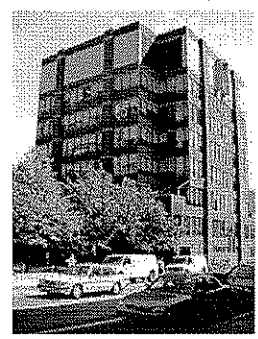
REGISTRATION SP@Penn Reference Material SP@Penn

Reference Materials Sponsored Programs at PENN

Presentations

- [Introduction to Sponsored Programs – Module 1](#) [Handouts](#)
- [Proposal Preparation, Budgeting and Submission Module 2](#) [Handouts](#)
- [Award Setup and AIS Information – Module 3](#) [Handouts](#)
- [Project Management and Reporting Tools – Module 4](#) [Handouts](#)
- [Closeouts and Audits – Module 5](#) [Handouts](#)

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 - All Policies and References

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Training

Research Compliance Tutorials and Quizzes

Research Administration FAQ's

Research Services Overview Presentation Slides

Research Administration Brown Bag Lunches

Over the next year, several occasions will be offered for those involved in research administration at Penn to come together and discuss the issues surrounding a variety of topics. The meetings will be led by representatives of the Office of Research Services. While some meetings may include a brief presentation, most of the meetings will be held in a discussion forum to allow for a comprehensive discussion of the topic.

Please bring your lunch and join us for an interactive discussion on the noted topics.

All sessions are scheduled for 12:00 - 1:15.

**To Register for any of these sessions, please go to the
Knowledge Link**

Dates and locations will be updated as available.

Date:	Topic/ Presenter:	Location:
January 11, 2008	Overview of the Office of Corporate Alliances Terry Fadem, Managing Director Office of Corporate Alliances	Wharton, Huntsman Hall Rm 370
January 25, 2008	Subrecipient Monitoring -- Discussion Panel Deborah Fisher, Director Pre Award Administration Kim Garrison, Director Post Award Administration Heather Lewis, Associate Director Pre Award Administration Brian Squilla, Administrative & Financial Officer -- Pathology Business Office	Wharton, Huntsman Hall Rm 370
February 8, 2008	New Developments at Penn for Material Transfer Agreements Ed Pieters, Associate Director Corporate Contracts Laurance Guido, Senior Contract Administrator Corporate Contracts	Wharton, Huntsman Hall Rm 370
February 22, 2008	Introduction to Clinical Trial Budgets Gregg Fromell, Executive Director -- Office of Human Research -- SOM Nancy Thompson, Director Office of Corporate Alliances	Wharton, Steinberg Hall-Dietrich Hall Rm 1206
CANCELLED To Be Rescheduled	Conflict of Interest - Discussion Panel Joanne Rosenthal, Associate Vice Provost and Associate Counsel Pam Caudill, Executive Director Office of Research Services Adam Rifkind, Associate Director Corporate Contracts Kelly Curran, Associate Director Office of Corporate Alliances	
April 11, 2008	Cost Sharing Procedures and Perspectives ORS and Departmental Perspectives Jim Clavin, Associate Director Post Award Administration Elvina Woodard, Assistant Director Post Award Administration	Wharton, Huntsman Hall Rm 370

Sponsored Programs at Penn