# Global Sponsored Projects Administration: Negotiation and Award Management

**Date**: April 9-11, 2017  
**Location**: Qatar University  
**Faculty**  
- **Robert Andresen**  
  Director of Research Financial Services  
  Research and Sponsored Programs  
  University of Wisconsin-Madison  
- **David Mayo**  
  Director, Sponsored Research  
  California Institute of Technology  

## Agenda

**Day 1: Tuesday, September 12, 2017**

8:00 – 9:15 am  
Introduction  
Roles and Responsibilities  
Finding Funding

9:15 – 9:30 am  
**Coffee Break**

9:30 – 11:30 am  
Proposal and Budget Development  
Proposal Review

11:30 – 12:30 pm  
**Business Lunch Buffet**

12:30 – 3:00 pm  
Award Negotiation and Legal Issues  
Common Issues in Industry Contracting

**Day 2: Wednesday, September 13, 2017**

8:00 – 9:15 am  
Award Management (Non-Financial/Progress Reports)

9:15 – 9:30 am  
**Coffee Break**

9:30 – 11:30 am  
Working with Collaborators (Subawards/Reporting)  
Special Financial Issues (Co-Funding/Effort Management)

11:30 – 12:30 pm  
**Business Lunch Buffet**

12:30 – 3:00 pm  
Financial Issues (Expenditure Review/Receivables)  
Reports, Records, Closeout

**Day 3: Thursday, September 14, 2017**

8:00 – 9:15 am  
Termination and Audit

9:15 – 9:30 am  
**Coffee Break**

9:30 – 11:30 am  
Special Topics

11:30 am  
**Adjourn**
**Context and General Goal**

The primary goal of the *Global Sponsored Research Administration* was 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 worldwide 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 offered 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

**Aim/Results**

- Understanding of the role and responsibilities of an NIH sub-awardee respectively mainawardee;
- 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.