GLOBAL SPONSORED PROJECTS ADMINISTRATION: NEGOTIATION AND AWARD MANAGEMENT

Date  May 23 – 24, 2016
Location  23022, 7/1, 1905-Year Street, Moscow, Russian Federation (3rd floor, National Training Foundation)
Faculty

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DAY ONE:

10:30 am

I. Current Statistics of the UPP Program
II. Session 1: Managing International Projects in the Field of Education
III. Session 2: Strategies for Ensuring Sustainable Results. Setting Measurable Indicators of Success in Grant Applications (Introductory Training)
IV. Session 3: Internationalization of Modern Higher Education
V. Online session with the UPP US Project Directors and NCURA members

6:00pm Adjourned

DAY TWO:

10:00 am

I. Part 1. How to Best Leverage the Pilot Data Gleaned from the UPP Projects to Secure Future Funding and Sustainability of Research
II. Part 2. How to Find Potential Funding Sources Using Manuscripts
III. Part 3. The Importance of Building a Network of Peers with whom to Collaborate through Presentations at Conferences and Correspondence about Journal Articles

3:00PM Adjourned
## 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-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 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.