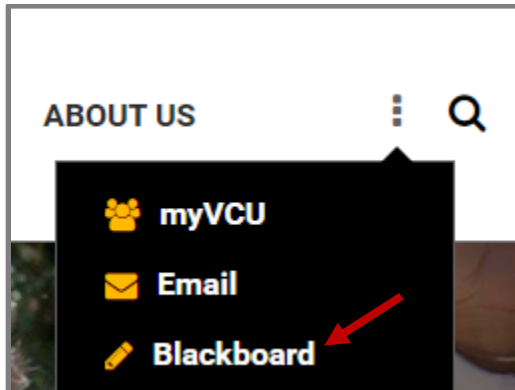


Mandatory Sponsored Project and Effort Reporting Training

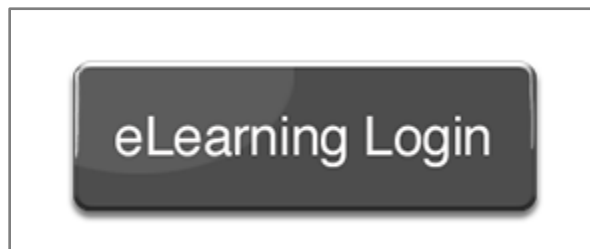
Quick Get Started Guide

The purpose of the *Mandatory Sponsored Project and Effort Reporting Training* is to increase awareness and accountability and reduce risk to the University. All Principal Investigators (PIs) are required to complete this training program. Co-investigators are encouraged to complete the program as well. This guide provides instructions on how to access and enroll in the course in addition to confirming completion.

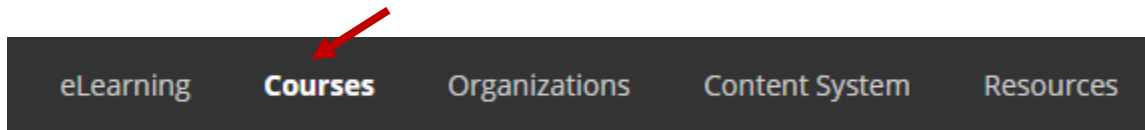
- 1) Go to the VCU home page (www.vcu.edu) and select eLearning / Blackboard from the faculty down drop menu.



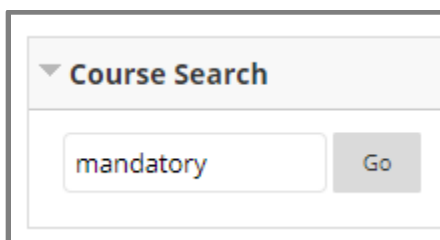
- 2) Log into Blackboard using your VCU eID.





- 3) Once in Blackboard, you will need to self enroll in the course. Begin by clicking on "Courses".



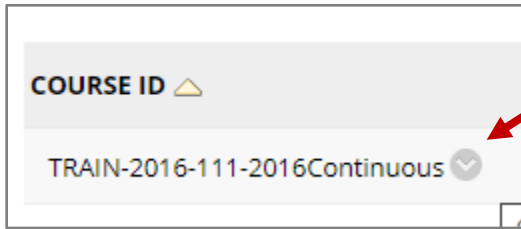
- 4) Next, enter the course name (or a portion of the name) in the Course Search box.



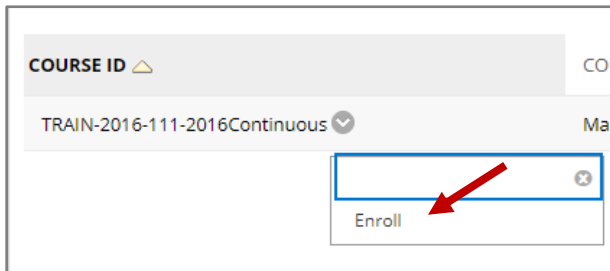
5) The following record should display for the training.

COURSE ID 	COURSE NAME
TRAIN-2016-111-2016Continuous 	Mandatory Sponsored Project and Effort Reporting Training

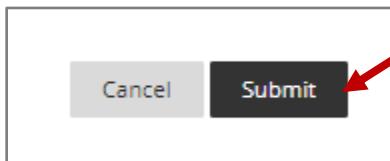
6) Next, hover on the course ID and a down drop symbol will appear.



7) Click on the down drop symbol and select Enroll.



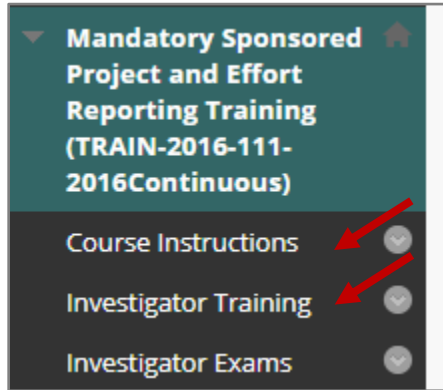
8) Click submit to process your enrollment.



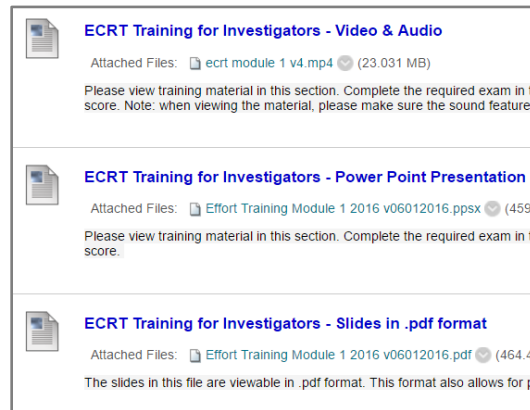
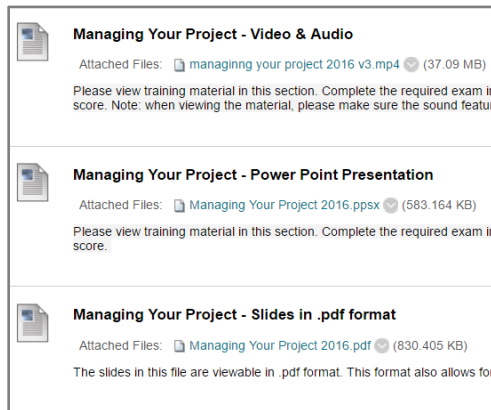
9) And then click OK to continue to the course.



- 10) After enrolling, you will need to review the *Course Instructions* tab and then review the two slides shows, “Managing Your Project” and “ECRT Training for Investigators” located in the *Investigator Training* section.

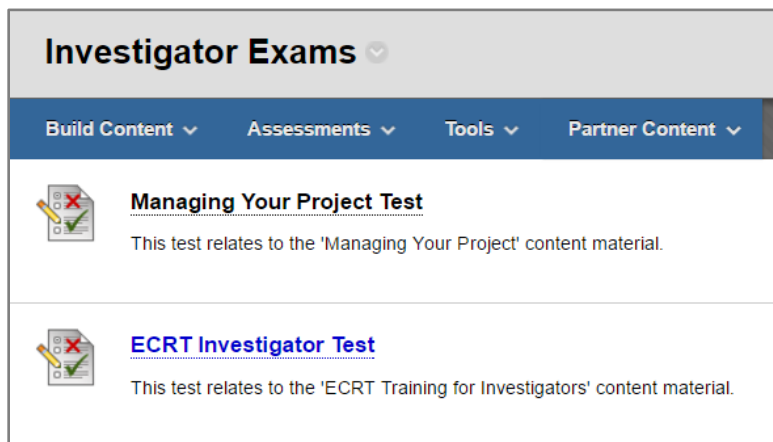


- 11) The training is available in three formats (audio/visual - .mp4, power point presentation, and .pdf). Select the file type that you prefer and review the training materials for “Managing your Project” and “ECRT Training for Investigators.”



- 12) Once you’ve reviewed, you’ll need to take the two associated exams. Scoring 80 on each is passing.

- Managing Your Project Test (22/27 = 80% passing)
- ECRT Investigator Test (16/20 = 80% passing)



- 13) After completing the exams, send an email to Cathy Short, Training Manager (cfshort@vcu.edu), who will confirm your completion which you will receive via email.
- 14) If you have any problems registering for the course, please send an email to cfshort@vcu.edu.

Please contact Cathy Short, Training Manager, (cfshort@vcu.edu) with any questions.