NCURA Fundamentals of Sponsored Project Administration – Level I Workshop

The VCU Office of Sponsored Programs (OSP) will host the National Council of University Research Administrators (NCURA) Fundamentals of Sponsored Project Administration – Level I Workshop April 1st – April 3rd, 2019.

Workshop Overview:
Individuals involved in sponsored projects administration are faced with a multitude of challenges: becoming knowledgeable about federal regulations and individual agency requirements, providing assistance to faculty, gathering information, administering of awards, and many other tasks. The purpose of this program is to provide participants new to the profession with a broad overview of various aspects involved in sponsored projects administration, including preparation and review of proposals; negotiation and acceptance of awards; financial and administrative management, closeout and audit; as well as relevant compliance issues.

Schedule (Location – Founder’s Conference Room, Biotech One, MCV Campus):

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Registration: 8am – 9am</th>
<th>Session: 9am – 4:30pm</th>
<th>Breakfast Snacks and Lunch included</th>
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</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>4/1/2019</td>
<td>Registration: 8am – 9am</td>
<td>Session: 9am – 4:30pm</td>
<td>Breakfast Snacks and Lunch included</td>
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<tr>
<td>Day 2</td>
<td>4/2/2019</td>
<td>Registration: 8am – 9am</td>
<td>Session: 9am – 4:30pm</td>
<td>Breakfast Snacks and Lunch included</td>
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<td>Day 3</td>
<td>4/3/2019</td>
<td>Registration: 8am – 9am</td>
<td>Session: 9am – 12pm</td>
<td>Breakfast Snacks included</td>
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Enrollment Requirements:
The program is designed for research administrators with sponsored projects administration responsibilities or those seeking to better understand sponsored projects administration functions. Attendees are encouraged to have at least one year of experience in sponsored projects administration.

Learning Objectives (Participants will be able to):
- Describe the differences between grants, contracts, and cooperative agreements.
- Describe the underlying legal framework surrounding sponsored projects.
- Identify the federal 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.
- Distinguish between allowable and unallowable costs and between direct and F&A costs.
- Identify several types of third party agreements associated with sponsored projects administration.
- Describe the various components of a proposal budget and how to apply the institution’s F&A rate.
- Summarize how an institution’s F&A rate is calculated.
- Assist a Principal Investigator in finding sources of funding.
- Explain the lifecycle of a proposal, from the time it begins as an idea with the faculty member to the point of award.
- Describe the importance of proper closeout of a sponsored project and the steps necessary to prepare for an audit.
- Discuss the importance of the primary compliance issues facing institutions, including protection of human and animal research subjects, research misconduct, subrecipient monitoring, effort reporting, and export control.

Cost / Refund Policy:
The cost of the workshop is $625/attendee (meals inclusive). Although there are no refunds of the registration fee, substitutions may be coordinated within or between departments by the responsible administrators.

NCURA regularly offers this program at locations around the United States and to attend involves costs of transportation, lodging plus paying the applicable registration fee (https://www.ncura.edu/travelingworkshops/LevelI.aspx). Bringing this program to VCU allows VCU employees a great training opportunity at a significant savings.

VCU Registration Link: https://training.vcu.edu/course_detail.asp?ID=17088

Contact with Questions:
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