NCURA Sponsored Project Administration – Level II Workshop

The VCU Office of Sponsored Programs (OSP) will host the National Council of University Research Administrators (NCURA) Sponsored Project Administration – Level II Workshop September 18th – 20th, 2019.

Workshop Overview:
For more experienced research administrators, this workshop offers participants an opportunity for in-depth instruction in four core aspects of research administration: institutional compliance responsibilities; proposal creation and submission; contract and subaward review; and post award financial administration. Each of these topics will be explored through a combination of broad overview, case study analysis and discussion.

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

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<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Registration</th>
<th>Session</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>9/18/19</td>
<td>8am – 9am</td>
<td>9am – 4:30pm</td>
<td>Breakfast Snacks and Lunch included</td>
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<td>2</td>
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<td>3</td>
<td>9/20/19</td>
<td>8am – 9am</td>
<td>9am – 12pm</td>
<td>Breakfast Snacks included</td>
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Enrollment Requirements:
Attendees are encouraged to have a minimum of three years of sponsored projects administration experience in order to understand and contribute to the discussion. Level II is also beneficial for those who have been in the field for five plus years and desire a broader view of the sponsored projects administration field to aid their professional growth and development.

Learning Objectives (Participants will be able to):
- Identify current areas of risk in the research and sponsored projects environment.
- Describe effective internal control models to minimize institutional risks.
- Effectively review project budgets to comply with cost principles and standards.
- Explain the basis for policies and procedures on effort reporting, cost transfers, cost sharing, and post award financial matters.
- Identify problematic clauses in agreements and suggest alternative language.
- Understand the prime award recipient’s responsibilities related to subrecipients.
- Discuss the basics of federal export control regulations and sanction programs that can impact your institution.
- Practice techniques for identifying risk areas to assist with problem-solving; and
- Expand your network of research administration colleagues, who can help you resolve problems or guide your professional development.

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/LevelII.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=17091