

Research Administration Certificate Program Tracking Form

Name _____

Session	Date Attended
<p>1. Overview of Sponsored Research The kick-off session of the Research Administration Certificate Program will cover topics including the research and regulatory environment, sponsored projects policies, the life cycle of an award, and an overview of the Office of Sponsored Programs.</p>	
<p>2. Proposal Development This session provides an overview of the information available on the OSP website and covers the proposal preparation process from completing the Request for Proposal Assignment form to the routing process.</p>	
<p>3. Proposal Budget Development This session provides an overview of the proposal budgeting process to include detailed budget categories as well as allowable costs.</p>	
<p>4. Federal Government Contracting and Subcontracting This session will review the differences between federal grants, contracts and cooperative agreements. This session will also introduce relevant federal contract laws such as the OMB Uniform Guidance, the Federal Acquisition Regulation (FAR), Export Control Laws, and newly enacted laws governing data security and controlled, unclassified information.</p>	
<p>5. Award Acceptance and Management This session will provide an overview of the award acceptance and setup process and best practices that can be used for the post award management of your projects from the central OSP and college/department level perspectives here at Mason.</p>	
<p>6. PI Report and Reconciliation This hands-on session will provide an overview of the PI Report in MicroStrategy. The GMU reconciliation policy, overall reconciliation process, sample templates to track both personnel transactions and direct expenditures, and sample reconciliations will be reviewed.</p>	
<p>7. Administering Labor Expenditures on Sponsored Project This session provides an overview of managing labor expenditures on sponsored projects.</p>	
<p>8. Administering Non-Labor Expenditures on Sponsored Projects This session provides an overview of managing non-labor expenditures on sponsored projects.</p>	
<p>9. Research Compliance Overview This session will review federal requirements for research with animals and human subjects, conflicts of interest, research misconduct, responsible conduct of research and export controls.</p>	
<p>10. Financial Compliance Overview & Audits This session provides an overview of the many regulations and compliance concerns pertaining to post award administration to include unallowable charges, cost transfers, Fly America Act, and more.</p>	
<p>11. Financial Reporting, Billing, and Closeout In this session, OSP's Financial Reporting and Billing team will review the different types of sponsored awards, invoices, and financial reports. Payroll certification, cost share, and the award closeout process will be discussed.</p>	
<p>12. Bringing It All Together: A Day as a Research Administrator The Research Administrators who have attended all sessions (1-11) will be participating in case study discussions on various rules and policies impacting decisions related to sponsored programs. The Research Administrator Certificates will be awarded during this session.</p>	

Please scan / send a copy to psperry@gmu.edu or Pat Sperry MSN 4C6 when you have completed sessions 1 – 11. You will receive an email with information on the last session (12) and the certificate presentation.

OSP Research Administrator Certificate Program information: <http://osp.gmu.edu/abouttraining/>
Workshop Registration: <http://workshops.gmu.edu/>