

RAIN Application Form

Applicant Information

Name: Unique name:

Department

Campus address:

Campus zip:

Campus phone:

Job title:

Date of hire:

Job Duties and Experience

1) From the checklist below, select the duties you currently perform or have performed in regards to the pre-award process:

- Prepare budgets
- Assist with locating sources of funding
- Assist in preparing grant applications
- Interpret regulations and guidelines of program funding
- Assist in assembling materials for human subjects review applications
- Ensure compliance with federal, University, unit/department policies and procedures

2) Briefly describe your experience (including number of years) with proposal development and other pre-award activities.

3) From the checklist below, select the duties you currently perform or have performed in regards to the post –award process.

- Perform accounting activities such as journal entries, vouchers, non-POs
- Monitor awards received
- Process invoices and provide PI with monitoring reconciliation of grants and contracts to ensure expenses are being paid according to contract
- Prepare status reports and financial statements
- Prepare monthly and yearly budget projections
- Ensure compliance with federal, University, unit/department policies and procedures

4) Briefly describe your experience (including number of years) with project management and other post-award activities.

5) Briefly describe your experience (including number of years) with any other aspects of research administration.

Prerequisites

Workshop

Date

Introduction to Sponsored Projects

Principles of A21

Financial Administration of Federally Sponsored Projects

Cost Accounting Standards

Intro to Budgets: Developing Grant Proposal Budgets

eRPM Proposal Preparation and Unit Review

Goals

Explain in a few sentences what you hope to gain from taking RAIN.

Unit Approval

Supervisor authorizing unit approval for attendance and unit billing:

Supervisor Signature

Printed name

Fund Department ID

Class Program

Project/Grant Shortcode

Send form to:

RAIN Admissions Committee

ORSP

1032 Wolverine Tower, 1274

Att: Marifelice Roulo

Or FAX: 7634053