

**DAY 1: October 29th**
**DAY 2: November 5th**
**DAY 3: November 12th**
**DAY 4: December 3rd**

Overview	Develop Proposal	Develop Proposal	Develop Proposal
Welcome & Program Orientation Module Objectives, Agenda, and Cohort Introductions Overview of U-M Research Enterprise Intro to Sponsored Projects Lifecycle The RA's Role: A Real Example Roles and Organizational Responsibilities Discussion of Tech. Transfer Report	Module Objectives and Agenda The Art of Grantsmanship Lifecycle Tasks to Develop Proposal Sponsor Proposal Guidelines Intro to Proposals Common Proposal Sections Costing Principles and Restrictions Common Budget Components Costs (Direct)	Continuing Module Objectives and Agenda Review of Budget Experience # 2 Budget Periods v. Project Periods Budget Experience #3 Drafting the Budget Justification Cost-Sharing Module Wrap Up	Capstone Assignment Review Proposals without Sponsor Guidelines Strategies for Successful Proposal Submissions Less Common Proposal Sections Frequently Required Proposal Data

**NETWORKING LUNCH** with Foundation Relations and BEC

**NETWORKING LUNCH** with ORSP Staff

**NETWORKING LUNCH** with RAs from RAMP

**LUNCH**

Understanding Funding	Develop Proposal	Route & Submit Proposal	Ethics & Compliance
Module Introduction External Funding Entities Finding Funding In-Depth External Funding Instruments Real Scenarios Exercises Overview of Canvas LMS Module Review, Questions, Wrap Up	Common Budget Components Costs <ul style="list-style-type: none"> <li>• Direct Costs</li> <li>• Indirect Costs</li> <li>• Modified Total Direct Costs</li> </ul> Effort Budget Experience # 1 Overview of Budget Experience # 2 Review of Module Part 1	Module Objectives and Agenda The Proposal vs. the PAF Overview of the PAF Sections & Orientation to eRPM Roles and Responsibilities in Routing & Approving Introduction to the Capstone Project Review of Module # 4	Overview of Research Ethics & Compliance for RAs U-M Research Compliance Programs Common Compliance Tasks Where to Locate Information <div style="background-color: #003366; color: white; text-align: center; padding: 5px;"><b>Wrap Up</b></div> Fall Modules Review: Research Scenarios Wrap Up



### DAY 5: February 11th

### DAY 6: March 3rd

### DAY 7: March 10th

Set Up Project	Manage Project	Close Out Project
<p>Welcome &amp; Program Reorientation</p> <p>Module Objectives and Agenda</p> <p>Line of Sight &amp; the U-M Res. Enterprise</p> <p>Post-Submission Pre-Award Events:                      Revised Proposals, JITs, Hardships</p> <p>Award Review and Acceptance:                      Who Does What, and Why?</p> <p>Project Award Documents</p> <p>Project Award Notices (PANs)</p>	<p>Welcome, Module Objectives &amp; Agenda</p> <p>Project Financial Monitoring Overview</p> <p>Reasons for Monitoring, and Risks for Not</p> <p>Overview of Primary Reporting Systems</p> <p>Reviewing Expenses ("Reconciling")</p> <p>Actual vs. Budgeted Expenses</p>	<p>Preparing for Project Close Out</p> <p>Close Out Timelines</p> <p>Analyzing the Budget Pre-Close Out</p> <p>Resolving Over- / Underspending</p> <p>Uniform Guidance Compliance</p> <p>Personnel Appointment Changes</p> <p>Communication with Subprojects</p> <p>Final Reports</p> <p>Transferring Projects Out of U-M</p>
		<b>Capstone Project</b>
		<p>Review Capstone Project Quiz</p>

### NETWORKING LUNCH with Trainers

### NETWORKING LUNCH with Sponsored Programs

### Celebratory LUNCH

Set Up Project	Manage Project	Program Wrap-Up
<p>Initial Budget Allocations</p> <p>Budget Reallocations</p> <p>Fabrication Accounts</p> <p>Cost Share Commitments</p> <p>Subprojects vs. Subcontracts</p> <p>P/Gs, Shortcodes, and Chartfields</p> <p>Communicating Awards after Set Up</p>	<p>Monitoring Revenue</p> <p>Personnel &amp; Effort Certification</p> <p>Monitoring Cost Sharing</p> <p>Unit-Defined Commitments (UDCs)</p> <p>Cost Transfers</p> <p>External Reporting</p> <p>Post-Award Changes</p> <p>Systems of Poor Project Management</p> <p>Partnering with your PI</p>	<p>End of Program Activities</p>