

**DAY 1: March 14th**

**DAY 2: March 21st**

**DAY 3: March 28th**

**DAY 4: April 11th**

Overview	Develop Proposal Part 1	Develop Proposal Part 2 & Capstone Project #1 Instructions	Ethics & Compliance
<p>Welcome &amp; 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 Review</p>	<p>Welcome and Introduction                      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)</p>	<p>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                      Instructions for Capstone Project #1</p>	<p>Module Introduction, Objectives, and Agenda                      Overview of Research Ethics &amp; Compliance for RAs                      U-M Research Compliance Programs                      Common Compliance Tasks                      Where to Locate Information</p>

**NETWORKING LUNCH**

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Understanding Funding	Develop Proposal Part 1	Route & Submit Proposal	Develop Proposal Part 3 & Review Capstone Project #1
<p>Module Introduction                      External Funding Entities                      Finding Funding In-Depth                      External Funding Instruments                      Real Scenarios Exercises                      Overview of Canvas LMS                      Module Review, Questions, Wrap Up</p>	<p>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</p>	<p>Module Introduction, Objectives and Agenda                      The Proposal vs. the PAF                      Overview of the PAF Sections &amp; Orientation to eRPM                      Roles and Responsibilities in Routing &amp; Approving                      Review of Module # 4</p>	<p>Capstone Assignment Review                      Proposals without Sponsor Guidelines                      Strategies for Successful Proposal Submissions                      Less Common Proposal Sections                      Frequently Required Proposal Data                      Mid Term Review Trivia</p>



### DAY 5: April 25th

### DAY 6: May 2nd

### DAY 7: May 16

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 and Change Notices (PANs and PACs)</p>	<p>Welcome, Module Objectives &amp; Agenda</p> <p>Project Financial Monitoring Overview</p> <p>An Overview of Primary Reporting Systems</p> <p>Comparing Actual to Budgeted Expenses</p> <p>Limitations of Reporting Tools and Systems</p> <p>Unit-Defined Commitments (UDCs)</p> <p>Reviewing Expenses (i.e., "Reconciling")</p> <p>External Reporting</p> <p>Monitoring Revenue and Cost-Sharing</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>

### NETWORKING LUNCH

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### Celebratory LUNCH

Set Up Project	Manage Project & Introduction to Capstone Project #2	RA Career Development Opportunities, Review Capstone Project #2, End of Program Activities
<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>Personnel &amp; Effort Certification</p> <p>Cost Transfers</p> <p>Post-Award Changes</p> <p>Developing an RA's Stewardship Role</p> <p>Being a Business Partner with your PI</p> <p>Wrap Up and Introduction to the Capstone Assignment</p>	<p>Capstone Project #2 Review</p> <p>RA Career Development Opportunities</p> <ul style="list-style-type: none"> <li>• SRA International</li> <li>• NCURA</li> <li>• NORDP</li> <li>• Research Development at U-M</li> </ul> <p>End of Program Activities</p> <ul style="list-style-type: none"> <li>• Content Review Activity</li> <li>• Closing Remarks</li> <li>• Graduation/Class Photo</li> </ul>