

DAY 1	DAY 2	DAY 3	DAY 4
Overview	Develop Proposal Part 1	Develop Proposal Part 2 & Capstone Project #1 Instructions	Ethics & Compliance
Welcome & Program Orientation Module Objectives, Agenda, & 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	Welcome & Introduction Module Objectives & Agenda The Art of Grantsmanship Lifecycle Tasks to Develop Proposal Sponsor Proposal Guidelines Common Proposal Sections Costing Principles and Restrictions Costs of All Kinds: <ul style="list-style-type: none"> • Direct Costs 	Continuing Module Objectives & Agenda Review of Budget Experience # 2 Budget Periods v. Project Periods Budget Experience #3 Drafting the Budget Justification Cost-Sharing	Module Introduction, Objectives, & Agenda Overview of Research Ethics & Compliance for RAs U-M Research Compliance Programs Common Compliance Tasks Where to Locate Information
			Review Capstone Project #1
			Capstone Assignment Review
NETWORKING LUNCH	NETWORKING LUNCH	NETWORKING LUNCH	NETWORKING LUNCH
Understanding Funding	Develop Proposal Part 1	Develop Proposal Part 2 (continued)	Review Capstone Project #1 & Develop Proposal Part 3
Module Introduction External Funding Entities Finding Funding In-Depth External Funding Instruments Real Scenarios Exercises Overview of Canvas LMS Module Review	Costs of All Kinds (continued): <ul style="list-style-type: none"> • Indirect Costs • Modified Total Direct Costs Effort Budget Experience # 1 Overview of Budget Experience # 2 Review of Module Part 1	Instructions for Capstone Project #1 Module Wrap Up	Capstone Assignment Review (continued) Proposals without Sponsor Guidelines Strategies for Successful Proposal Submissions Less Common Proposal Sections Frequently Required Proposal Data Mid Term Review Trivia
		Route & Submit Proposal	
		Module Introduction The Proposal vs. the PAF Orientation to eRPM & Overview of the PAF Sections eRPM Resources Proposal Review & Approval Review of Module #4	

DAY 5

DAY 6

DAY 7

Set Up Project	Manage Project	Close Out Project
<p>Welcome & Introduction Module Objectives and Agenda Line of Sight & the U-M Res. Enterprise Post-Submission Pre-Award Events: Revised Proposals, JITs, Hardships Award Review and Acceptance: Who Does What, and Why? Project Award Documents</p>	<p>Welcome, Module Objectives & Agenda Project Financial Monitoring Primary Reporting Systems Overview Comparing Actual to Budgeted Expenses Limitations of Reporting Tools and Systems Unit-Defined Commitments (UDCs) Reviewing Expenses (i.e., "Reconciling") External Reporting Monitoring Revenue and Cost-Sharing</p>	<p>Preparing for Project Close Out Analyzing the Budget Pre-Close Out Resolving Over- / Underspending Closeout Reports Project/Grant Inactivation Monitoring Revenue Transferring a Project Out of U-M</p>

NETWORKING LUNCH

NETWORKING LUNCH

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>Project Award Notices & Change Notices (PANs and PACs) Initial Budget Allocations Budget Reallocations Fabrication Accounts Cost Share Commitments Subprojects vs. Subcontracts P/Gs, Shortcodes, and Chartfields Communicating Awards after Set Up</p>	<p>Personnel & Effort Certification Cost Transfers Post-Award Changes Developing Your Stewardship Role Being a Business Partner with your PI Wrap Up and Introduction to the Capstone Assignment</p>	<p>Capstone Project #2 Review RA Career Development Opportunities</p> <ul style="list-style-type: none"> • SRA International • NCURA • NORDP • Research Development at U-M <p>End of Program Activities</p> <ul style="list-style-type: none"> • Content Review Activity • Closing Remarks • Graduation/Class Photo