

COURSE OVERVIEW

The **Navigate: Fundamentals** course consists of eight full-day instructor-led sessions, culminating with a capstone project to demonstrate success. The program follows the workflow and business process of the sponsored research **project lifecycle**. It includes professional scenarios and problems for newcomers to solve. In addition to traditional lectures, presentations, and interactive exercises, participants will be introduced to research administration leaders from around campus and exposed to both the business challenges and successful outcomes required for a successfully managed research project.

COURSE REQUIREMENTS

Participants must have **less than 12 months of experience in Research Administration**. Supervisory approval and application acceptance is required. Participants must submit an application form, professional resume and commit to attending all eight full-day instructor-led sessions.

PROGRAM OUTLINE

FALL 2015 MODULES

Overview

- U-M Research Enterprise
- Introduction to the Sponsored Projects Lifecycle
- Unit Roles and Organizational Responsibilities
- Applying the Lifecycle

Develop a Proposal

- The Art of Grantsmanship
- Introduction to Proposals and Lifecycle Tasks
- Sponsor Proposal Guidelines
- Common Proposal Sections
- Common Budget Components
- "Costs" of all Kinds
- Effort
- Budget Exercises
- Budget Periods v.s. Project Periods
- Drafting the Budget Justification
- Cost-Sharing and Other Leveraging
- Subcontracts
- Frequently Required Proposal Data
- Proposals without Sponsor Guidelines
- Strategies for Successful Proposal Submissions
- Less Common Proposal Sections

Route & Submit Proposal

- The Proposal v.s. the PAF
- Orientation to the PAF Sections
- Roles and Responsibilities in Routing & Approving
- Orientation to the eRPM Sandbox

Funding

- External Funding Entities
- Finding Funding In-Depth
- External Funding Instruments

Ethics & Compliance

- Overview of Research Ethics & Compliance
- Animal Use & Care
- Human Subjects
- Pluripotent Stem Cells (Human)
- Research Safety
- Research Integrity
- Conflict of Interest
- Controlled Substances
- Export Controls

WINTER 2016 MODULES *** *under development* ***

The following Modules (Days 5-8) are under development. More information will be made available in January 2016.

Set Up Project

Manage Project

Close Out Project

Capstone

RESOURCES

[Fundamentals Course FAQs](#)

[Navigate: Professional Development Portal](#)