2020 - 2021

The **Office of Research and Sponsored Projects** (ORSP) and **Finance - Sponsored Programs** have partnered to provide a collection of training opportunities and professional development resources for research administrators and others whose responsibilities include assisting with research projects at some phase(s) in the sponsored project lifecycle.

New initiatives are continually being developed under this program including instructor-led courses, eLearning, webinars, mentoring, job aids and other resources addressing pre-award and post-award topics.

Fundamentals

Uniform Guidance Cost Principles

Budgeting Basics for Sponsored Projects

Advanced Budgeting

E-ssentials eLearning

Webinars

Lunch & Learn Series

RAMP ↑

Navigate: Training and Workshops

orsp.umich.edu/training-workshops

Office of Research and Sponsored Projects

orsp.umich.edu

Sponsored Programs

finance.umich.edu/programs

Research Administration Training

Professional Development

Mentoring

FUNDAMENTALS

Level: Beginner | **Cost:** $400

Recommended for research administrators with **up to about two years of working experience**, the program is expertly crafted to follow the workflow and business process of the sponsored research project lifecycle.

Format: Seven full-day instructor-led sessions with capstone projects to demonstrate success.

"The professionalism with which the course is delivered, the knowledge of the presenters, the quality of the presentations, and the information sharing that occurs as a result of this course are unparalled in my experience at U-M. The course is engaging, interactive, informative, and by far the best course I've experienced."

- Navigate: Fundamentals Participant

UNIFORM GUIDANCE

Level: Any | **Cost:** $95

Recommended for **new or seasoned research administrators** involved in the pre- or post-award management of federally-sponsored research projects, this course focuses on the Uniform Guidance Cost Principles.

Format: One full-day instructor-led session with pre-class and in-class assignments.

"As a new research administrator, I appreciated learning about the Uniform Guidance and why we monitor these costs. I had heard about how important it was, but didn't understand why until today."

- Navigate: Uniform Guidance Participant

BUDGETING BASICS

Level: Beginner | **Cost:** $150

Recommended for research administrators who have not completed the *Fundamentals* course, but have some exposure to general budgets for sponsored research in their current U-M position, aproximately one year of job experience and proficiency using Microsoft Excel. Participants build a series of increasingly complex budgets representing a broad spectrum of budget types and sponsors.

Format: One full-day and one half-day instructor-led sessions (two total).

"I loved how clear, honest and practical the instructor was in sharing her budget knowledge and experiences as a research administrator. Very informative! Great class!"

- Navigate: Budgeting Basics Participant

ADVANCED BUDGETING

Level: Intermediate | **Cost:** $75

The *Navigate: Advanced Budgeting Selected Topics* series provides participants with experiential budgeting opportunities focused on specific selected topics. Past offerings include *Internal Proposals with Cost Share*, *Task-Based Budgets* and *Dept. of Defense Budgets*. Additional topics are announced as they become available. While open to all, these courses are recommended for **intermediate-level research administrators** with solid foundational knowledge of Microsoft Excel.

Format: Varies depending on topic.

"The material was organized and presented in a way that was easy to follow and understand. The exercises were very helpful and reinforced what was being taught."

- Navigate: Advanced Budgeting Participant

LUNCH & LEARN

Level: Any | **Cost:** Free

The Lunch & Learn series is open to all members of the research administration community and there is no cost to attend. Guest speakers present on a variety of topics that impact research administration at U-M. Check the Navigate Training & Workshops Portal for upcoming topics and sessions and to view videos from past events. Past topics have included:

- Financial Status Reports
- CRA Exam Panel Discussion
- Subawards, Hybrids and Purchase Orders
- Mapping your Career in the RA Zone

"The speaker was very knowledgeable and the examples provided were excellent. They really helped me to understand the difference between the concepts."

- Subawards, Hybrids and Purchase Orders Participant

RAMP↑ RESEARCH ADMINISTRATION MENTORING PROGRAM

Level: Beginner | **Cost:** Free

The Research Administration Mentoring Program (RAMP) matches mentors who have at least five years of research administration experience with mentees who are relative newcomers to the field (six months to two years experience). Individuals involved in this program have a unique opportunity to build relationships within the University of Michigan, grow their professional network and enhance their professional growth.

"The support of a mentor during the transition to a new job has been tremendous. Having someone outside my department as a resource has had a very positive impact on me accomplishing my professional goals."

- RAMP Graduate

E-ssentials eLearning Modules

Level: Any | **Cost:** Free

Navigate: E-ssentials is a collection of self-paced eLearning modules covering a variety of topics related to research administration at U-M. Addressing common tasks, concepts and business processes encountered throughout the Sponsored Project Lifecycle, it provides resources and job aids to assist research administrators with the successful management of a sponsored project. While based on content presented in the *Navigate: Fundamentals* instructor-led course, they are not meant as a replacement. Additional activities, concepts and networking opportunities presented in *Fundamentals* are not covered in the eLearning modules. Some of the topics covered include:

- Proposal Preparation & Submission
- Effort and Effort Certification
- Cost Share
- Financial Monitoring
- Project Closeout
- Financial Status Reports

WEBINARS

Level: Any | **Cost:** Free

The Navigate: Webinars series covers a variety of topics related to research administration at the University of Michigan. The sessions are open to faculty, research administrators, and others involved in research administration in any phase(s) of the sponsored project lifecycle. Some of the topics covered include:

- NIH Biosketch and SciENcv
- NSF Biosketch and SciENcv
- Single IRB

The Research Administration Post (RAP) and Research Administration Post Immediate Dispatch newsletters are used to announce new Navigate course offerings and professional development opportunities, and to inform faculty and staff of research-related funding opportunities, events and news alerts, as well as changes in policies and procedures related to sponsored projects.

Sign up to receive the newsletters via email: orsp.umich.edu/newsletter-signup

PROJECT LIFECYCLE

- Find Funding
- Develop Proposal
- Route & Submit Proposal
- Set Up Project
- Manage Project
- Close Out Project
- Research Ethics & Compliance

Visit the Navigate Training & Workshops Portal to learn more!

orsp.umich.edu/training-workshops