The Office of Research and Sponsored Programs (ORSP) and Finance - Sponsored Programs have partnered to provide a collection of training opportunities and professional development resources for research administrators covering the entire project lifecycle.

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

Fundamentals

Uniform Guidance Cost Principles

Budgeting Basics for Sponsored Projects

Advanced Budgeting

E-ssentials e-Learning

Lunch & Learn Series

RAMP

Navigate: Training and Workshops
orsp.umich.edu/navigate
navigate-research@umich.edu

Office of Research and Sponsored Projects
orsp.umich.edu

Sponsored Programs
finance.umich.edu/programs

Research Administration Training
Professional Development
Mentoring

FALL 2019

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**FUNDAMENTALS**

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

Recommended for research administrators with zero 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.

“A professional with whom the course was delivered, the knowledge of the presenter, the quality of the presentation, and the information sharing that occurs as a result of these courses are unparalleled in my experience at U-M. The course is engaging, interactive, informative, and by far the best course I’ve experienced.”

- Navigate: Fundamentals Participant

**Applications Due:** AUGUST 26!

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**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

**Applications Due:** AUGUST 30!

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**UNIFORM GUIDANCE**

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

Recommended for new or seasoned research administrators involved in the pre- and 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 Uniforms 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

**Applications Due:** OCTOBER 25!

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**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. Light refreshments are served. Check the Navigate Training & Resources Portal for upcoming topics and sessions and to view videos from past events. Past topics have included:

- Financial Status Reports
- Effort and Effort Certification
- Proposal Preparation & Submission
- Cost Share
- Subaward, 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 understand the difference between the concepts.”

- Browse, Hybrids and Purchase Orders Participant

**Register By:** OCTOBER 25!

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**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, approximately 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

**Applications Due:** AUGUST 30!

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**RAMP**

**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, 2017

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**E-essentials e-Learning Modules**

Navigate: E-essentials is a collection of self-paced e-learning 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 e-learning modules. Some of the topics covered include:

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

The Research Administration Post (RAP) and Research Administration Immediate Dispatch (RAPid) newsletters are used to announce new Navigate course offerings and professional development opportunities.

The newsletters are also used to inform faculty and staff of research-related funding opportunities, events and news alerts, as well as changes in policies and procedures related to grants and sponsored projects.

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

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Visit the Navigate Training & Resources Portal to learn more!

orsp.umich.edu/navigate