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, 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 eLearning
- Lunch & Learn Series
- RAMP

Navigate: Training and Workshops

orsp.umich.edu/navigate
navigate-research@umich.edu

Research Administration Training
Professional Development
Mentoring

Sponsored Programs

finance.umich.edu/programs
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 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: February 24!

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: March 27!

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
- Mapping your Career in the RA Zone
- Subawards, Hybrids and Purchase Orders Participant

Applications Due: April 20!

RESEARCH ADMINISTRATION MENTORING PROGRAM (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

Applications Due: March 20!

E-sentials eLearning Modules
Navigate: E-sentials 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

Visit the Navigate Training & Workshops Portal to learn more!
ORSUMICH.EDU/Navigate