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

Office of Research and Sponsored Projects
orsp.umich.edu

Sponsored Programs
finance.umich.edu/programs

Research Administration Training
Professional Development
Mentoring

SPRING 2020
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**UNIFORM GUIDANCE**

**Level:** Any  |  **Cost:** $99

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.

**Course Date:** April 30

"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

**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

**E-ssentials eLearning Modules**

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: E-ssentials 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

The Research Administration Post (RAP) and Research Administration Post 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

Visit the Navigate Training & Workshops Portal to learn more!

orsp.umich.edu/navigate