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

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