

Training Offerings – Grant Management for Departmental Staff

Department-specific introductory training for new employees to be conducted by the department

DATE	Time	Subject	Description	Location
11/3/2015 (Tuesday)	9:00 – 10:30	The Research Enterprise at Ohio State and Working with Pls	Working with OSP (who is your SPO, when should you call), working with departmental and college partners, available resources, roles and responsibilities of this position and how they work with others, building an effective working relationship with faculty members, managing competing interests of being a research facilitator and steward of public funds	1080 Physics Research Building – Smith Seminar Room, 191 W. Woodruff
12/10/2015 (Thursday)	9:00 – 10:30	Purchasing on sponsored programs	Differences and similarities of purchasing on sponsored programs vs. general funds, basic rules and regulations, human subjects/petty cash, field work	PAES Building, Room 145, 305 W. 17th Ave.
01/07/2016 (Thursday)	1:00 – 3:00	People on Sponsored Programs	Types of faculty appointments; time and effort reporting, key personnel, GRAs, post docs, others (making appointments and monitoring those appointments), off-duty compensation, release time appointments, supplemental compensation	230 Cunz Hall 1841 Neil Ave
1/12/2016 (Tuesday)	9:00- 10:30	Human Subjects and Grants	Vanessa Hill and Cheri Pettey presenting Human Research Protection Program (IRB) –the intersection of human subjects protections and grants	1080 Physics Research Building – Smith Seminar Room, 191 W. Woodruff
01/26/2016 (Tuesday)	9:00 – 11:00	OSP Electronic Systems	Completing and approving PA-005 forms, using eActivity, how colleges view data	460B Prior Health Sciences Library, 376 W. 10th Ave.
2/9/2016 (Tuesday)	9:00- 10:30	Conflict of interest	What you need to know about the Ohio Ethics Laws and the conflict of interest process presented by Jan Neiger, Chris Hanson and Kathleen Ojala.	1063 Graves Hall, 333 W. 10th Ave

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02/18/2016 (Thursday)	9:00 - 10:30	Budgeting	Budgeting for sponsored programs, particular items of costs, OMB circulars, F&A rates and bases, benefit rates	230 Cunz Hall 1841 Neil Ave
02/23/2016 (Tuesday)	9:00 – 10:30	Compliance issues	Time and effort certification, common missteps in program management, recognizing red flags and handling appropriately and professionally	1080 Physics Research Building – Smith Seminar Room
3/1/2016 (Tuesday)	1:00-3:00	Cost-sharing on sponsored programs	Review of how to budget cost-sharing in proposals, gain approval from the department and college and book cost-sharing after an award is made	Research Commons- 3rd floor 175 w. 18th avenue library
03/17/2016 (Thursday)	9:00 – 10:30	Project monitoring	Best practices for project management, recognizing issues, preventing overruns, PI communication, using all available tools, preventing delinquencies	460B Prior Health Sciences Library, 376 W. 10th Ave.
04/07/2016 (Thursday)	1:30 – 3:00	Emerging issues	Policy, procedure and funding updates from our sponsors, retention of records <i>*Special Guest – TBA</i>	1080 Physics Research Building – Smith Seminar Room
4/19/2016 (Tuesday)	1:30-3:00	Researching and resolving personnel charge Issues	Using reports and the HR system to research appointment problems and find solutions-	460B Prior Health Sciences Library, 376 W. 10th Ave
4/21/2016 (Thursday)	9:00 - 11:00	Research Commons	Introducing the new Research Commons resources at OSU	Research Commons
TBD	TBD	Data Requirements	Data management issues	TBD