RESEARCH ROUNDUP

2019 FORUM FOR ADMINISTRATORS OF RESEARCH AND SPONSORED PROGRAMS

The Division of Research and Innovation will host a monthly administrator's forum led by the Office of Sponsored Programs. Specifically for department administrators, these forums will feature presentations and updates from the research compliance and sponsored program offices in the division. Each month, critical information regarding research-related regulations, policies, programs and federal updates will be disseminated, and attendees will be able to network with peers. In addition to the standard agenda, each month will include a theme and topics such as: roles/responsibilities, Cayuse refreshers and reminders, general guidelines for major sponsors, Uniform Guidance basics, Human Subjects Protection, and much more!

For more information or to RSVP, please contact Heather Winters at **hwinters@memphis.edu** or **901-678-3251**

FEB 1 — RESEARCH AND SPONSORED PROGRAMS OVERVIEW

Learn about the roles, responsibilities, and best practices for central administrators, department administrators, and PI's. Get an overview of each of the various offices within the Division Research and Innovation. Complete a survey on future topics.

MAR 1 — SPONSORED PROJECT BUDGETS

Developing a budget can be challenging, but hear why it matters. Attendees will receive an overview of the OSP internal budget, Cayuse SP budget, and the SF424 budget. Learn why it matters that costs are allowable, allocable, reasonable and consistent.

APR 5 — ELECTRONIC SYSTEMS AND SUBMISSIONS

This overview session will cover internal software systems used to support research and sponsored activity as well as external systems such as eRA Commons, research.gov, grants.gov, G-5 and many, many more!

MAY 3 — SUMMER IS COMING! HOW TO MANAGE SUMMER COMP, CONTRACTS AND SPONSORED PROJECTS

An overview and discussion of university policies and practice related to summer compensation and the impacts on sponsored projects and department budgets.

JUNE 7 — RESEARCH COMPLIANCE

Get an overview of all things compliance. This session will provide an overview of research related topics to include: human subjects protection; animal care and use; data security; financial conflict of interest; research misconduct; and much more.

JULY 5 — RESEARCH AND SPONSORED PROGRAM POLICIES 101

This session will focus on university polices related to research and sponsored programs. Case studies will demonstrate why policy matters and what the impact is on sponsored projects.

NOV 14-15 — SOCIETY OF RESEARCH ADMINISTRATOR INTERNATIONAL (SRAI) CONFERENCE

Hosted by the College of Arts and Sciences, this 2-day session brings in national experts from SRAI to provide training for departmental administrators and includes a course manual, certificate of completion and CEU credits. *Registration is required for attendance.*

UC SENATE CHAMBER (UC261) | 10:30 – NOON

** AUG – OCT & DEC DATES COMING SOON

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