Research Administration Series  
2015-2016

Session 1: November 19th, 2015, 9 – 11am
Location: Biotech Center Auditorium
Introduction to Research Administration
Description: This session kicks off the series with an overview of Research Administration, both in general and specifically at the University of Wisconsin-Madison. We’ll talk about where all of the policies and regulations in research administration come from, and resources for finding and referencing them. We’ll also discuss research administration at the University of Wisconsin-Madison, including roles/responsibilities, campus resources and policies, and overviews and definitions of the systems used on campus.
Presenters: Becky Bound, Dawn Herrick, Tammy Kuhn-Martin, Sarah Marcotte, Deborah Meltzer, Jennifer Rodis, Christy Schulz, Sharon Vetter

Session 2: December 17th, 2015, 9 – 11am
Location: Biotech Center Auditorium
Lifecycle of Sponsored Projects Part 1: Proposal Preparation
Description: This will be the second of our 2-part introduction to research administration. In this session, we will delve into more detail on the process of preparing, routing, and submitting a proposal on campus. We’ll talk about how to read an RFP (request for proposals), planning for a successful submission, budget building and all of the rates and policies that factor into it, and the routing and approval process on campus.
Presenters: Christy Schulz, Sarah Marcotte, Sharon Vetter, Amber Jensen

Session 3: January 14th, 2016, 9 – 11am
Location: 21 N. Park Street, Rooms 1106/1108
Lifecycle of Sponsor Projects Part 2: Award Setup, Commitments & Cost Sharing
Description: This session will follow the setup of an award step-by-step through the process, including who does what, and how awards are processed in WISPER. We will also talk about how to capture details such as terms and conditions, effort and cost share commitments, subprojects, and award requirements that are necessary for proper award management.
Presenters: Kurt McMillen, Sarah Marcotte, Mary Nutt

Session 4: February 18th, 2016, 9 – 11am
Location: Biotech Center Auditorium
Lifecycle of Sponsored Projects Part 3: Award Management & Cost Transfers
Description: This session will use case studies to cover the basics of managing grant awards for research administrators. Topics will include monitoring project spending, cost transfers, financial reporting, and compliance with award terms and conditions.
Presenters: Bonniejean Zitske, Sandy Fowler
Session 5: March 17th, 2016, 9 – 11am
Location: 21 N. Park Street, Rooms 1106/1108
Lifecycle of Sponsored Projects Part 4: Award Closeout & Audits
Description: This session will cover what needs to be done after the project is completed and before a project can be closed, as well as what happens when an auditor is at your door.
Presenters: Bob Andresen, Sandy Fowler

Session 6: April 7th, 2016, 9am – 11am
Location: 21 N. Park Street, Rooms 1106/1108
Agreement Types
Description: The session will include definitions and examples of the types of extramural agreements that facilitate research on campus. We will also discuss the process on campus for routing, review, negotiation, and execution of agreements. A special topic that will be covered during this session is outgoing subawards.
Presenters: Melanie Hebl, Vince Borleske, Tammy Kuhn-Martin, Dawn Herrick

Session 7: May 12th, 2016, 9 – 11am
Location: 21 N. Park Street, Rooms 1106/1108
Mini – Sessions: NSF and NIH Training
Description: The National Institutes of Health (NIH) and the National Science Foundation (NSF) are the two biggest Federal sponsors at UW-Madison. This session will cover specifics related to these agencies, including proposal development and submission.
Presenters: Debbie Meltzer, Christy Schulz, Sarah Marcotte, Tammy Kuhn-Martin, Dawn Herrick

Session 8: June 9th, 2016, 9 – 11am
Location: 21 N. Park Street, Rooms 1106/1108
FCOI Process on Sponsored Projects and Compliance (Human Subjects, Animal Welfare & Biosafety):  
Description: Topics and resources that will be covered include federal and university regulations and policies, and the UW’s process for identifying and managing conflicts of interest. The second part of this session will focus on compliance and protocols for research involving Human Subjects, Vertebrate Animals, or Biosafety. We’ll go over definitions, resources, requirements, and the process for obtaining protocol approvals for sponsored research.
Presenters: Cheryl Deering, Kurt McMillen