

## **Tentative PEP Schedule for Spring 2008**

Sponsored Projects Administration (SPA) is posting a preliminary schedule for Winter/Spring 2008 offerings in the Post-award Education Program (PEP), a series of 14 core courses on the fundamentals of post-award sponsored projects management.

The PEP curriculum consists of classes on key sponsored project management topics. Taught by experienced SPA personnel, these courses provide “department administrative staff” (including department effort coordinators, etc.) with a strong foundation in the essential elements to successfully manage their sponsored projects.

### **February**

SPA 101

### **March**

Cost Sharing & Effort Issues  
Understanding Facilities and Administrative Costs  
OMB Circulars

### **April**

Post-award Activities I  
Post-award Activities II  
Clinical Trials I (pre-award)

### **May**

Clinical Trials II (post-award)  
Costing and Cost Transfers  
Training Grants

### **June**

Closeouts  
Effort Reporting  
Understanding the A-133 Audit

### **July**

Fellowships

Each PEP course consists of a two-hour classroom session. Enrollment in most sessions is limited to 25 to allow for open discussion and one-on-one interaction.

Watch for email announcements publicizing exact class dates, times and locations, and opening classes to pre-registration. PEP classes are typically announced two to three weeks in advance.

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