

SPA

Post-award Education Program

Sponsored Projects Administration (SPA) announces the Post-award Education Program, a curriculum of core courses on the fundamentals of post-award sponsored projects management.

Program curriculum includes regularly offered courses on key sponsored project management themes. Taught by experienced sponsored project administration personnel, these courses are being designed to provide “departmental administrators” (including department administrators, division managers, department fiscal managers, department effort coordinators, etc.) with a strong foundation in the essential elements of successfully managing their sponsored projects.

Visit the SPA website to learn more about course offerings in this exciting new program being presented by SPA Education.

www.ohsu.edu/research/rda/spa

Post-award Education Program

Each course in the **Post-award Education Program** consists of a two-hour classroom session conducted by one or more experienced specialists in course topics. Enrollment in each session is limited to twenty-five to allow for more open discussion and better one-on-one interaction.

The current core curriculum includes the following courses:

1. SPA 101: Project Management Responsibilities
2. NIH Salary Cap
3. OMB Circulars / Costing and Cost Transfers
4. Understanding Facilities & Administrative (F&A) Rates
5. Effort Reporting / Cost Sharing
6. Post-award Activities I
7. Post-award Activities II
8. Clinical Trials I (pre-award)
9. Clinical Trials II (post-award)
10. NRSA Training Grant and Fellowship Basics

For more about current course offerings, visit the SPA website.

Sponsored Projects Administration
2525 SW 1st, Suite 220
Portland, OR 97201
Phone: (503) 494-0355
Fax: (503) 494-1191
www.ohsu.edu/research/rda/spa



Sponsored Projects Administration

Post-award Education Program

Educating OHSU in the effective administration of sponsored projects.

SPA Education
Phone: (503) 494-1885
Fax: (503) 494-1191
www.ohsu.edu/research/rda/spa



Post-award

Education

Program

Course Descriptions of Core Curriculum:

1. SPA 101: Project Management Responsibilities

This seminar thoroughly examines the post-award lifecycle of sponsored projects at OHSU. To assure that every sponsored project is managed properly, Sponsored Projects Administration (SPA) staff members are assigned very specific roles. While some of these roles are defined by oversight of particular departments, institutes or centers, others are delineated by responsibility for specific stages or aspects of the on-going administration of a project. In this course, administrators acquire an understanding of the workings of the SPA office and post-award administration in order to understand the forms, policies, and procedures involved in the management and documentation of post-award activities.

2. NIH Salary Cap

This advanced level PEP course covers the history, the regulations and the practical applications of the NIH Salary Cap, specifically as it relates to salary distribution and certifying effort.

3. OMB Circulars / Costing and Cost Transfers

Successful management of Sponsored Projects requires a clear understanding of complex rules and regulations that dictate how the funds must be managed. This course provides students with a strong foundation in OMB circulars A-21, A-110 and A-133, general cost accounting standards and real time examples and tips on how to correct errors using cost transfers.

4. Understanding Facilities & Administrative (F&A) Rates

Also known as "indirect" costs, Facilities & Administrative (F&A) costs represent the university's project-related expenses that cannot be allocated to any single project. These expenses, which include buildings and maintenance, libraries, and institutional infrastructure, are reimbursed from project budgets according to approved, negotiated rates. This course will examine the details of F&A costs, looking at everything from how a rate proposal is put together to how indirect cost is returned.

5. Effort Reporting / Cost Sharing

Are you managing federally sponsored projects? Do they have OHSU personnel listed on them? If the answer is yes, then you need to know about effort reporting. Was cost sharing (sometimes referred to as "in-kind" or "matching") included on the project's application at submission? Are you wondering what that means now that you have the award? This introductory course will go over the OMB circulars and OHSU policies covering effort reporting and cost sharing, procedural information, and class discussion time.

6 & 7. Post-Award Activities I & II

The successful management of a sponsored project requires a thorough understanding of the award document and various post-award activities and administrative actions that allow a project to move forward with its research agenda while practicing appropriate stewardship of the sponsor's funds. This course encompasses post-award activities for both federal and non-federal awards and focuses on practical, hands-on examples of day-to-day award management.

8. Clinical Trials I (pre-award)

Clinical trial budgets involve many issues unlike those found in the budgets for other types of sponsored projects. This course explores the unique budgeting issues, examine how to deal with them, and explain how to prepare budgets for both industry and non-industry sponsored clinical trials, how to obtain appropriate hospital accounts, and how to deal with clinical trial specific charges and payments.

9. Clinical Trials II (post-award)

Industry clinical trial post-award topics covered in the course include understanding what occurs in the setup process, the difference between the awarded amount of the study and the clinical trial budget in Oracle Grants Accounting (OGA), and the purpose and importance of OGA end & close dates. This course also explores applying and managing cash; handling invoices; managing expenses and deficits; preparing the project for financial closeout; and setting up and managing post-closing Program Development Accounts (PDA's).

10. NRSA Training Grant and Fellowship Basics

The National Institutes of Health awards "The Kirschstein-NRSA program helps ensure that a diverse pool of highly trained scientists is available in adequate numbers and in appropriate research areas to carry out the Nation's biomedical and behavioral research agenda." These awards are designed to offer a training experience designed to get postdoctoral and predoctoral students interested in a career in research, while offering options for tuition or loan repayment assistance. This course designed to discuss the post award project management of NRSA awards and is recommended for departmental administrative staff who currently administer an NRSA award.