



## **Sponsored Projects Administration (SPA) Post-Award Education Program**

Courses are taught by experienced SPA personnel, and are designed to provide research administrators a strong foundation in the essential elements to allow successful management of their sponsored projects.

Register for courses by sending an email to Research Administration Training & Education (RATE) at [rate@ohsu.edu](mailto:rate@ohsu.edu) requesting the specific classes you'd like to attend.

Each course in the **Post-award Education Program (PEP)** 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 valuable one-on-one interaction.

The current core curriculum includes:

- 1) Effort Reporting
- 2) Salary Cap
- 3) SPA 101
- 4) OMB Circulars & Beyond
- 5) The "How-To" of SPA Forms
- 6) Training Grants & Fellowships
- 7) Clinical Trials I (Pre-award)
- 8) Clinical Trials II (Post-award)

For more information, please visit the SPA website or email [rate@ohsu.edu](mailto:rate@ohsu.edu).

## **Sponsored Projects Administration Post-award Education Program**

*Educating OHSU in the effective administration of sponsored projects.*

**Research Administration Training & Education**

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503-494-7150  
[rate@ohsu.edu](mailto:rate@ohsu.edu)  
[www.ohsu.edu/research/rda/spa](http://www.ohsu.edu/research/rda/spa)

Email: [rate@ohsu.edu](mailto:rate@ohsu.edu)

## Post Award Education

### 1. Effort Reporting

Are you managing federally sponsored projects? Are OHSU personnel working on them? If the answer is yes, then you need to know about effort reporting. This introductory course will cover the OMB circulars and OHSU policies related to effort reporting and will include procedural information and class 'practice' time to enable course attendees to become more familiar with the effort certification process.

### 2. Salary Cap

Many OHSU principal investigators and other research staff earn salaries higher than the federal government is willing to support in total. This advanced level PEP course covers the history, the regulations and then practical applications of the NIH/AHRQ/SAMSHA Salary Cap, specifically as it relates to salary distribution, cost sharing and certifying effort.

### 3. SPA 101

Navigating OHSU in concert with Grants Administration can be daunting for the novice research administrator. This course provides both an inside look at the workings of the SPA office and a basic overview of post-award administration. Attendees will gain an understanding of the policies and procedures involved in the management and documentation of post-award administration of sponsored projects.

### 4. OMB Circulars and Beyond

Managing Federal sponsored projects includes having a thorough understanding of Federal Circulars and other sponsor related guidelines. This course provides attendees a strong foundation in Circulars A-21, A-110 and A-133 as well as an overview of the NIH Guide. Using this information will help all research administrators better manage federal funds.

### 5. The 'How To' of SPA Forms

Novice and seasoned research administrators will find this course invaluable. Course attendees will learn the 'best practice' for form completion including demonstration and utilization of OGA/Discoverer to help complete all the required fields. In this course, all SPA forms will be discussed in depth.

### 6. Training Grants & Fellowships

The NIH awards the Kirschstein-NRSA training grants and fellowships to offer a training experience designed to encourage pre-doctoral and post-doctoral students to continue their career path in research, while also offering options for tuition or loan repayment assistance. This course is designed to discuss the post award project management of NRSA awards and is recommended for all departmental administrative staff who currently manage these types of awards.

### 7. 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 these unique budgeting issues and explains how to prepare budgets for both industry and non-industry sponsored clinical trials. In addition, attendees will learn how to obtain appropriate hospital accounts, and how to deal with clinical trial specific charges and payments. This course is a 'must' for anyone managing clinical trials!

### 8. Clinical Trials (Post-Award)

Industry sponsored clinical trial post-award topics covered in this course include understanding what occurs at SPA in the account 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 Program Development Accounts (PDAs).