

### **Tentative PEP Schedule for Fall 2009**

Sponsored Projects Administration (SPA) is posting a preliminary schedule for Fall 2009 offerings in the Post-award Education Program (PEP), a series of 10 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.

#### **September**

SPA 101

NIH Salary Cap

Effort Reporting / Cost Sharing

#### **October**

OMB Circulars / Costing & Cost Transfers

Post-Award Activities I

Post-Award Activities II

Understanding Facilities & Administrative Costs

#### **November**

NRSA Training Grants and Fellowship Basics

Clinical Trials I (pre-award)

Clinical Trials II (post-award)

Each PEP course consists of a two-hour classroom session. Enrollment in most courses 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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