

Post-award Education Program (PEP)

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

Taught by experienced sponsored project administration personnel, these regularly offered courses are designed to provide “department administrative staff” (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.

Each PEP course is two hours long, and enrollment in each session is limited to 25 to allow for more open discussion and better one-on-one interaction.

Core Curriculum Course Descriptions:

1. SPA 101: Project Management Responsibilities

This course thoroughly examines the post-award lifecycle of sponsored projects at OHSU. Students are given an inside look at the workings of the SPA office and the basics of post-award administration to help them understand the forms, policies, and procedures involved in management and documentation of post-award activities at OHSU.

2. OMB Circulars / Costing and Cost Transfers

This course provides students with a strong foundation in Circulars A-21, A-110, and A-133 issued by the federal Office of Management and Budget (OMB) to define the principles and standards for agreements between federal agencies and research institutions. Detailed and complex, these Circulars can be difficult to understand, but a clear grasp of their central principles is essential for the effective management of federally sponsored projects.

3. Understanding Facilities & Administrative Costs

This course examines the details of Facilities & Administrative (F&A) costs which represent OHSU’s project-related expenses that cannot be allocated to any single project. F&A costs, also known as “indirect” costs or “overhead,” include buildings and maintenance, libraries, and institutional infrastructure. They are reimbursed from project budgets according to approved rates negotiated with our sponsors by Central Financial Services (CFS).

4. 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 during 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.

5 & 6. Post-Award Activities I & II

The successful management of a sponsored project involves 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. These two courses encompass post-award activities for both federal and non-federal awards and focus on practical, hands-on examples of day-to-day award management.

7. Clinical Trials I (pre-award)

Clinical trial budgets involve many issues unlike those found in the budgets for other types of sponsored projects. These courses explore these 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.

8. 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).

9. 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

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.