

Post-award Education Program (PEP)

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

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.

Each PEP course consists of a classroom session conducted by one or more experienced specialist in course topics. Enrollment is limited to 25 to allow for more open discussion and valuable one-on-one interaction.

Core Curriculum Course Descriptions:

1. 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.

2. 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 dollars.

3. 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 go over the OMB circulars and OHSU policies covering effort reporting and will include procedural information and class "practice" time to enable course attendees to become more familiar with the effort certification process.

4. 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 the practical applications of the NIH/AHRO/SASMSHA Salary Cap, specifically as it relates to salary distribution, cost sharing and certifying effort

5. The 'How To' of SPA Forms

Novice and seasoned research administrators will find this course invaluable. Course attendees will learn 'best practice' for form completion including the 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 Grant and Fellowship Basics

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. 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 sponsored clinical trial post-award topics covered in this course include understanding what occurs at SPA 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).