

# SPaRC'Ed 2019-2020 Schedule

Fall Semester			
Courses	Cohort A	Cohort B	Instructors
<b>Overview of Sponsored Projects Administration</b> <i>General overview of sponsored projects administration covering the lifecycle of a project. High-level overview of University offices involved and their role in managing the sponsored portfolio.</i>	Tuesday, August 27 <sup>th</sup> 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	Thursday, August 29 <sup>th</sup> 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Robin Beach</b> , Director, Pre-Award, Sponsored Programs Administration (SPA)  <b>Linda Gregory</b> , Director, Post-Award, SPA  <b>Tom Habing</b> , Director, Data & Systems, SPA  <b>David Richardson</b> , Associate Vice Chancellor for Research, Office of the Vice Chancellor for Research (OVCR)  <b>Kris Williams</b> , Director of Operations, Materials Research Lab
<b>Sponsored Project Costs &amp; Allowability</b> <i>Discuss unique situations encountered in determining the allowability of costs including the financial implications for the University, importance of correct cost principle determination, and the current audit environment and findings as they relate to allocability, reasonableness, and consistent treatment of costs.</i>	Thursday, September 12 <sup>th</sup> 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	Tuesday, September 10 <sup>th</sup> 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Stephanie Fellmann</b> , Senior Proposal Coordinator, SPA  <b>Ryan Holmes</b> , Senior Coordinator, Audit & Compliance, SPA  <b>Anne Marshall</b> , Assistant Director, System Government Costing

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<b>Courses</b>	<b>Cohort A</b>	<b>Cohort B</b>	<b>Instructors</b>
<b>Proposal Preparation</b> <i>An overview of the key elements of the proposal process, such as proposal planning, the components of a proposal, and SPA review and approval. This course will engage participants in the different methods for identifying funding opportunities, the best practices for reviewing solicitations, understanding the various types of application forms, as well as how to navigate the new SPA review and submission process.</i>	Tuesday, September 24 <sup>th</sup> 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	Thursday, September 26 <sup>th</sup> 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Katie Bateman</b> , Proposal Coordinator, SPA  <b>Brittany Clampitt</b> , Business & Finance Specialist, Materials Science and Engineering  <b>Austin Dallas</b> , Grants & Contracts Associate, College of Veterinary Medicine Administration
<b>Budgeting</b> <i>Identify the components of an auditable budget and budget justification including review of cost principles and calculations of a modified total direct cost versus a total direct cost budget.</i>	Thursday, October 10 <sup>th</sup> 8:30AM – 12:00PM  <a href="#">Illinois Fire Service Institute Computer Lab</a> 11 Gerty Dr., Champaign	Tuesday, October 8 <sup>th</sup> 8:30AM – 12:00PM  <a href="#">Illinois Fire Service Institute Computer Lab</a> 11 Gerty Dr., Champaign	<b>Geoff Dehler</b> , Grants & Contracts Coordinator, Engineering Business Services Center  <b>Ryan Tipsword</b> , Senior Proposal Coordinator, SPA

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Courses	Cohort A	Cohort B	Instructors
<b>Research Compliance I</b> <i>Regulatory issues related to research projects including human subject research, use of live vertebrate animals, biosafety, and other research safety concerns, conflicts of interest, and steps required to ensure institutional compliance.</i>	Tuesday, October 22 <sup>nd</sup> 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	Thursday, October 24 <sup>th</sup> 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Anita Balgopal</b> , Director, Office for the Protection of Research Subjects  <b>Kathy Branson</b> , IACUC Specialist, Institutional Animal Care and Use Committee  <b>Linda Lee Drozt</b> , Senior Regulatory Research Coordinator, OVCR  <b>Melanie Loots</b> , Executive Associate Vice Chancellor for Research, OVCR  <b>Tina McGill</b> , Assistant Director, Division of Research Safety
<b>Research Compliance II</b> <i>Further discussion of research compliance including ensuring compliance with U.S. Export Control regulations, security and classified research, intellectual property and technology transfer, and research integrity.</i>	Thursday, November 7 <sup>th</sup> 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	Tuesday, November 5 <sup>th</sup> 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Kathy Gentry</b> , Export Compliance Officer, SPA  <b>Nathan Hoffmann</b> , Director, Office of Technology Management  <b>Christopher Lehmann</b> , Research Integrity Officer, OVCR  <b>David Richardson</b> , Associate Vice Chancellor for Research, OVCR
<b>Assessment 1</b>	Available November 8 <sup>th</sup> Due November 25 <sup>th</sup>		<b>Reinforcement Exam</b>

## SPaRC'Ed 2019-2020 Schedule

Spring Semester			
Courses	Cohort A	Cohort B	Instructors
<b>Cost Sharing</b> <i>Define cost sharing, types, allowable costs, and methods for capturing cost share. Departmental responsibility for monitoring and documenting cost-share commitments.</i>	Tuesday, January 14 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	Thursday, January 16 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Jayne Goby</b> , Associate Director, Data & Systems, SPA  <b>Brad Johnson</b> , Proposal Coordinator, SPA  <b>Kathie Veach</b> , Manager for Research Administration, University Library
<b>Hiring and Managing Personnel</b> <i>Personnel hiring and management practices on restricted accounts and introduction to effort reporting.</i>	Thursday, January 30 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	Tuesday, January 28 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Jayne Goby</b> , Associate Director, Data & Systems, SPA  <b>Sarah McCarty</b> , Associate Director of Engineering HR, College of Engineering  <b>Jessica Mette</b> , Associate Director, Staff Human Resources  <b>Liz Stern</b> , Associate Director, Division of Management Information
<b>Award Negotiation and Execution</b> <i>Overview of award processing, types of agreements, award terms, clauses of concern, and risk management.</i>	Tuesday, February 11 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	Thursday, February 13 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Meghan Calandro-Howell</b> , Award Negotiator, SPA  <b>Tina Harlan</b> , Director, Risk Management  <b>Paula Jorge</b> , Assistant Director, Negotiations, SPA

## **SPaRC'Ed 2019-2020 Schedule**

<b>Courses</b>	<b>Cohort A</b>	<b>Cohort B</b>	<b>Instructors</b>
<b>Subawards</b> <i>The lifecycle of a subaward from proposal development and issuance through invoicing and closeout.</i>	Thursday, February 27 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	Tuesday, February 25 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Missy Beck-LeFaivre</b> , Assistant Director, Engineering Business Services Center  <b>Carrie Blount</b> , Assistant Director, SPA  <b>Julie Robinson</b> , Assistant Director, Negotiations, SPA
<b>Financial Administration I</b> <i>Outline the fundamentals of administering sponsored projects. Managing anticipation accounts, award setup and expenditure monitoring.</i>	Tuesday, March 10 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	Thursday, March 12 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Sarah Lorbiecki</b> , Assistant Director, NSF Awards, SPA  <b>Andrea Vogel</b> , Grants & Contracts Coordinator, Engineering Business Services Center  <b>Michelle Ward</b> , Senior Coordinator, Private Awards, SPA
<b>Financial Administration II</b> <i>Further discussion on award monitoring, equipment, program income, semi-annual confirmations, and the processes of award closeout and project termination.</i>	Thursday, March 26 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	Tuesday, March 24 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Susan Canfield</b> , Senior Award Management Coordinator, SPA  <b>Ryan Holmes</b> , Senior Coordinator, Audit & Compliance, SPA  <b>Kristie Lamoreux</b> , Assistant Director, Audit & Compliance, SPA  <b>Lisa Young</b> , Grants & Contracts Coordinator, Prairie Research Institute

## **SPaRC'Ed 2019-2020 Schedule**

<b>Assessment 2</b>	<b>Available March 29<sup>th</sup> Due April 12<sup>th</sup></b>	<b>Reinforcement Exam</b>
<b>Certification Ceremony and Reception</b>	Wednesday, April 15 <sup>th</sup> 3:00PM – 5:00PM <a href="#">Chancellor Ballroom</a> <a href="#">I Hotel and Conference Center</a> 1900 S. First Street, Champaign	Recognition of SPaRC'Ed Research Administration Certification Series Graduates

# SPaRC'Ed 2019-2020 Schedule

**\*\*Electives are open to all UIUC research administrators and are not limited to only SPaRC'Ed Participants. These courses require a separate [registration](#).**

Electives		
Electives	Schedule	Instructors
<b>Purchasing and Payables for Sponsored Projects</b> <i>Purchasing and payables processes and regulations impacting restricted accounts.</i>	Tuesday, September 17 <sup>th</sup>  8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Aaron Finder</b> , Assistant Director, Purchasing  <b>James Martinie</b> , Senior Director, University Payables
<b>eRA Systems</b> <i>This elective course will compare the types of data available at various points in the sponsored project lifecycle within three primary university eRA systems: myProposals, myResearch Portal, and myUI Financials. With a focus on the data, this course will also address best practices for navigating within and finding information between the systems, discuss strengths and limitations of each, and provide scenarios to help users determine whether a system or a report is more suitable for their needs. Please note that reporting will be covered in-depth in a separate SPaRC'Ed elective.</i>	Tuesday, October 1 <sup>st</sup>  8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Bryan Bachman</b> , Assistant Director, Data & Systems, SPA

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<b>Electives</b>	<b>Schedule</b>	<b>Instructors</b>
<p><b>Emerging Trends in Data Regulations</b>  <i>With personal data breach announcements now routine, governments worldwide are putting forward complex new privacy legislation in an effort to stem the tide. From the European Union GDPR to the California Consumer Privacy Act, protecting privacy is the new watchword. PIs must build the privacy landscape into their research to ensure they protect their subjects' data and stay within the law.</i></p>	<p>Tuesday, October 15<sup>th</sup>  8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2<sup>nd</sup> Floor)</p>	<p><b>Joe Barnes</b>, Chief Privacy and Security Officer, Office of the Chief Information Officer</p> <p><b>Dave Grogan</b>, Associate Director Compliance, University Ethics and Compliance Officer</p>
<p><b>Clinical Research – A Quick How-To Guide for Collaborative Research between Carle and Illinois</b>  <i>As two separate institutions, Carle and Illinois are continuously building that bridge across the great HIPAA divide to share ideas, data, and materials to foster collaboration and translational research. This course will give you the entrance points to collaborate with Carle, learn how the process works, and all the 'whys' behind it. You will also learn about resources available on the Illinois campus to help grow your clinical research projects. If you work with PIs who need a clinical partner on a grant, or need to recruit patient subjects, collect tissue, or review patient data, or are interested in learning more about HIPAA and the Institutional Review Board (IRB), this course is for you.</i></p>	<p>Tuesday, November 12<sup>th</sup>  8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2<sup>nd</sup> Floor)</p>	<p><b>Molly Caldwell</b>, Human Subject Protection Manager, Carle Foundation Hospital</p> <p><b>Kathy Dams</b>, Director, Grants Administration and Research Operations, Carle Foundation Hospital</p> <p><b>Gillian Snyder</b>, Assistant Director for Research, Interdisciplinary Health Sciences Institute</p>



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<b>Electives</b>	<b>Schedule</b>	<b>Instructors</b>
<b>Navigating Banner as a Departmental Research Administrator</b> <i>Demonstrate utilization of Banner forms to access and research information related to sponsored projects.</i>	Thursday, November 14 <sup>th</sup> 8:30AM – 12:00PM <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Tina Owens-Anderson</b> , Senior Coordinator, Private Awards, SPA  <b>Chris Patton</b> , Business Administrative Associate, Physics
<b>Cost Sharing</b> <i>Define cost sharing, types, allowable costs, and methods for capturing cost share. Departmental responsibility for monitoring and documenting cost-share commitments.</i>	<b>Option 1:</b> Tuesday, January 14 <sup>th</sup> , 8:30AM – 12:00PM  <b>Option 2:</b> Thursday, January 16 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Jayne Goby</b> , Associate Director, Data & Systems, SPA  <b>Brad Johnson</b> , Proposal Coordinator, SPA  <b>Kathie Veatch</b> , Manager for Research Administration, University Library
<b>State of Illinois Lifecycle</b> <i>The goal of the course is to demystify the new normal of state-sponsored projects. This course will take you behind the perplexing curtain and explain the process and the acronyms – GOMB, GATA, GATU, Pre-qualification, State Cognizant Agency, GATA Portal, CARS, CICRS, ICQ, CYEFR, NOFO, NOSA, PRA, GATA Budget, CSA, CRV, IWAS, EGrAMS, IPG, BidBuy. We will also discuss who is responsible for the various requirements to submit a proposal, receive an award, and how to manage it.</i>	Tuesday, February 4 <sup>th</sup> 8:30AM – 12:00PM <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Jenell Hardy</b> , Senior Coordinator, Audit & Compliance, SPA  <b>Wendy Harris</b> , Assistant Director for Administrative Services, School of Social Work  <b>Kevin Frerichs</b> , Assistant Director, State Awards, SPA  <b>Shawn Quigley</b> , Award Negotiator, SPA  <b>Brian Rogers</b> , Associate Director, Proposals, SPA

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<b>Electives</b>	<b>Schedule</b>	<b>Instructors</b>
<b>Managing Conflicts of Interest</b> <i>Participants of this elective will take an in-depth look at conflict management at Illinois. Together we will review best practices, worst practices, and draft a management plan.</i>	Tuesday, February 18 <sup>th</sup> 8:30AM – 12:00PM <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Linda Lee Drozt</b> , Senior Regulatory Research Coordinator, OVCR  <b>Dr. Melanie Loots</b> , Executive Associate Vice Chancellor for Research
<b>Subawards</b> <i>The lifecycle of a subaward from proposal development and issuance through invoicing and closeout.</i>	<b>Option 1:</b> Tuesday, February 25 <sup>th</sup> , 8:30AM – 12:00PM  <b>Option 2:</b> Thursday, February 27 <sup>th</sup> , 8:30AM – 12:00PM  <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Missy Beck-LeFaivre</b> , Assistant Director, Engineering Business Services Center  <b>Carrie Blount</b> , Assistant Director, SPA  <b>Julie Robinson</b> , Assistant Director, Negotiations, SPA
<b>NASA Lifecycle</b> <i>An overview of the lifecycle of a NASA award from proposal development through award closeout. This course will touch on guideline hierarchies, budget formats, navigating NSPIRES, and special considerations when managing NASA awards.</i>	Tuesday, March 3 <sup>rd</sup> 8:30AM – 12:00PM <a href="#">SPA Training Room</a> (2 <sup>nd</sup> Floor)	<b>Scott Corum</b> , Sponsored Research Coordinator, Electrical and Computer Engineering  <b>Matthew Feely</b> , Award Negotiator, SPA  <b>Amy Hinze-Pifer</b> , Senior Coordinator, NIH Awards, SPA  <b>Jerald Kimble</b> , Proposal Coordinator, SPA