

SPaRC'Ed 2019-2020 Schedule

Fall Semester

Courses	Cohort A	Cohort B	Instructors
<p>Overview of Sponsored Projects Administration <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></p>	<p>Tuesday, August 27th 8:30AM – 12:00PM SPA Training Room (2nd Floor)</p>	<p>Thursday, August 29th 8:30AM – 12:00PM SPA Training Room (2nd Floor)</p>	<p>Robin Beach, Director, Pre-Award, Sponsored Programs Administration (SPA)</p> <p>Linda Gregory, Director, Post-Award, SPA</p> <p>Tom Habing, Director, Data & Systems, SPA</p> <p>David Richardson, Associate Vice Chancellor for Research, Office of the Vice Chancellor for Research (OVCR)</p> <p>Kris Williams, Director of Operations, Materials Research Lab</p>
<p>Sponsored Project Costs & Allowability <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></p>	<p>Thursday, September 12th 8:30AM – 12:00PM SPA Training Room (2nd Floor)</p>	<p>Tuesday, September 10th 8:30AM – 12:00PM SPA Training Room (2nd Floor)</p>	<p>Stephanie Fellmann, Senior Proposal Coordinator, SPA</p> <p>Ryan Holmes, Senior Coordinator, Audit & Compliance, SPA</p> <p>Anne Marshall, Assistant Director, System Government Costing</p>

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<p>Proposal Preparation <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></p>	<p>Tuesday, September 24th 8:30AM – 12:00PM SPA Training Room (2nd Floor)</p>	<p>Thursday, September 26th 8:30AM – 12:00PM SPA Training Room (2nd Floor)</p>	<p>Katie Bateman, Proposal Coordinator, SPA Brittany Clampitt, Business & Finance Specialist, Materials Science and Engineering Austin Dallas, Grants & Contracts Associate, College of Veterinary Medicine Administration</p>
<p>Budgeting <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></p>	<p>Thursday, October 10th 8:30AM – 12:00PM Illinois Fire Service Institute Computer Lab 11 Gerty Dr., Champaign</p>	<p>Tuesday, October 8th 8:30AM – 12:00PM Illinois Fire Service Institute Computer Lab 11 Gerty Dr., Champaign</p>	<p>Geoff Dehler, Grants & Contracts Coordinator, Engineering Business Services Center Ryan Tipsword, Senior Proposal Coordinator, SPA</p>

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Research Compliance I <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 nd 8:30AM – 12:00PM SPA Training Room (2 nd Floor)	Thursday, October 24 th 8:30AM – 12:00PM SPA Training Room (2 nd Floor)	Anita Balgopal , Director, Office for the Protection of Research Subjects Kathy Branson , IACUC Specialist, Institutional Animal Care and Use Committee Linda Lee Drozt , Senior Regulatory Research Coordinator, OVCR Melanie Loots , Executive Associate Vice Chancellor for Research, OVCR Tina McGill , Assistant Director, Division of Research Safety
Research Compliance II <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 th 8:30AM – 12:00PM SPA Training Room (2 nd Floor)	Tuesday, November 5 th 8:30AM – 12:00PM SPA Training Room (2 nd Floor)	Kathy Gentry , Export Compliance Officer, SPA Nathan Hoffmann , Director, Office of Technology Management Christopher Lehmann , Research Integrity Officer, OVCR David Richardson , Associate Vice Chancellor for Research, OVCR
Assessment 1	Available November 8th Due November 25th		Reinforcement Exam

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Spring Semester

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

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

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

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

<h2>Electives</h2>		
Electives	Schedule	Instructors
Purchasing and Payables for Sponsored Projects <i>Purchasing and payables processes and regulations impacting restricted accounts.</i>	Tuesday, September 17 th 8:30AM – 12:00PM SPA Training Room (2 nd Floor)	Aaron Finder , Assistant Director, Purchasing James Martinie , Senior Director, University Payables
eRA Systems <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 st 8:30AM – 12:00PM SPA Training Room (2 nd Floor)	Bryan Bachman , Assistant Director, Data & Systems, SPA

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Electives	Schedule	Instructors
<p>Emerging Trends in Data Regulations</p> <p><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 15th 8:30AM – 12:00PM SPA Training Room (2nd Floor)</p>	<p>Joe Barnes, Chief Privacy and Security Officer, Office of the Chief Information Officer</p> <p>Dave Grogan, Associate Director Compliance, University Ethics and Compliance Officer</p>
<p>Clinical Research – A Quick How-To Guide for Collaborative Research between Carle and Illinois</p> <p><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 12th 8:30AM – 12:00PM SPA Training Room (2nd Floor)</p>	<p>Molly Caldwell, Human Subject Protection Manager, Carle Foundation Hospital</p> <p>Kathy Dams, Director, Grants Administration and Research Operations, Carle Foundation Hospital</p> <p>Gillian Snyder, Assistant Director for Research, Interdisciplinary Health Sciences Institute</p>

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Navigating Banner as a Departmental Research Administrator <i>Demonstrate utilization of Banner forms to access and research information related to sponsored projects.</i>	Thursday, November 14 th 8:30AM – 12:00PM SPA Training Room (2 nd Floor)	Tina Owens-Anderson , Senior Coordinator, Private Awards, SPA Chris Patton , Business Administrative Associate, Physics
Cost Sharing <i>Define cost sharing, types, allowable costs, and methods for capturing cost share. Departmental responsibility for monitoring and documenting cost-share commitments.</i>	Option 1: Tuesday, January 14 th , 8:30AM – 12:00PM Option 2: Thursday, January 16 th , 8:30AM – 12:00PM SPA Training Room (2 nd Floor)	Jayne Goby , Associate Director, Data & Systems, SPA Brad Johnson , Proposal Coordinator, SPA Kathie Veach , Manager for Research Administration, University Library
State of Illinois Lifecycle <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 th 8:30AM – 12:00PM SPA Training Room (2 nd Floor)	Jenell Hardy , Senior Coordinator, Audit & Compliance, SPA Wendy Harris , Assistant Director for Administrative Services, School of Social Work Kevin Frerichs , Assistant Director, State Awards, SPA Shawn Quigley , Award Negotiator, SPA Brian Rogers , Associate Director, Proposals, SPA

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Managing Conflicts of Interest <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 th 8:30AM – 12:00PM SPA Training Room (2 nd Floor)	Linda Lee Drozt , Senior Regulatory Research Coordinator, OVCR Dr. Melanie Loots , Executive Associate Vice Chancellor for Research
Subawards <i>The lifecycle of a subaward from proposal development and issuance through invoicing and closeout.</i>	Option 1: Tuesday, February 25 th , 8:30AM – 12:00PM Option 2: Thursday, February 27 th , 8:30AM – 12:00PM SPA Training Room (2 nd Floor)	Missy Beck-LeFaivre , Assistant Director, Engineering Business Services Center Carrie Blount , Assistant Director, SPA Julie Robinson , Assistant Director, Negotiations, SPA
NASA Lifecycle <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 rd 8:30AM – 12:00PM SPA Training Room (2 nd Floor)	Scott Corum , Sponsored Research Coordinator, Electrical and Computer Engineering Matthew Feely , Award Negotiator, SPA Amy Hinze-Pifer , Senior Coordinator, NIH Awards, SPA Jerald Kimble , Proposal Coordinator, SPA