

SPaRC'Ed 2023-2024 Schedule

| Courses | Course Date | Instructors |
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| 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 project portfolio as well as a general introduction to the regulatory environment that guides sponsored research administration.</i> | Tuesday, August 15th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Robin Beach , Director, Pre-Award, Sponsored Programs Administration (SPA) Dan Harmon , Director, Data and Systems, SPA Cheryl Howerton , Director, Audit and Compliance, SPA Dave Richardson , Executive Associate Vice Chancellor for Research, Office of the Vice Chancellor for Research and Innovation (OVCRI) Karen Thomas , Director, Post-Award, SPA Kris Williams , Associate Director for Administration, Materials Research Lab |
| Proposal Basics <i>An overview of the key elements of the proposal process, including proposal planning, the components of a proposal and budget, and SPA review and approval. This course will engage participants in reviewing solicitations, preparing application forms, and working with SPA to submit applications for funding requests.</i> | Tuesday, August 29th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Janessa Gentry , Grants and Contracts Specialist, National Center for Supercomputing Applications (NCSA) Rosalyn Maziarka , Proposal Coordinator, SPA |
| Budget Components <i>Identify the components of an auditable budget and budget justification, and assess the correct fringe benefit costs, tuition remission costs, and indirect costs. Apply this knowledge by building budgets in Excel using real-world examples.</i> | Tuesday, September 12th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Katie Bateman , Assistant Director, Proposals, SPA Scott Corum , Sponsored Research Coordinator, Electrical and Computer Engineering Stephanie Fellmann , Associate Director, Proposals, SPA |

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| SOS – Systems on Systems <i>Researchers and administrators are responsible for learning a dizzying array of electronic systems and tools to submit proposals and retrieve important project data. This course will cover the foundational electronic systems used in the early stages of the sponsored project lifecycle, including a deep dive into the proposal submission and approval process. We will utilize common research administration scenarios to illustrate best practices on how to use the technology more efficiently. Learn to make sense of the madness and quickly locate the information that matters as you help usher a project to the award stage.</i> | Tuesday, September 26th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Bryan Bachman , Senior Assistant Director, Operations and Systems, SPA Holly Iannuzzelli , Senior Proposal Coordinator, SPA Holly Pankow , Research Administration Coordinator, Mechanical Science and Engineering |
| Innovation, Espionage, and Integrity <i>This course will explore the creation, protection, and sharing of university research data as well as the training and safeguards needed to ensure compliance with US export controls, security, intellectual property, and technology transfer, including the responsibility of maintaining research integrity.</i> | Tuesday, October 10th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Michelle Chitambar , Assistant Director, Licensing and Senior Technology Manager, Office of Technology Management (OTM) Nick Dabbs , Deputy Export Compliance Officer, SPA Kathy Gentry , Export Compliance Officer, SPA Christopher Lehmann , Research Integrity Officer, OVCR |
| Cost Sharing <i>Define cost sharing, types, allowable costs, and methods for capturing cost share. Understand departmental responsibilities for monitoring and documenting cost-share commitments.</i> | Tuesday, October 24th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Jayne Goby , Senior Associate Director, Data and Systems, SPA Kathie Veach , Pre-Award Shared Service Coordinator, SPA |

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| <p>Labs, Animals, and Humans...Oh My! <i>Ensuring regulatory compliance takes brains, heart, and courage – especially when research projects involve animals, humans, and lab safety...oh my! Presenters from DRS, IACUC, and OPRS will pull back the curtain, revealing key regulatory issues to follow down the golden brick road to achieve regulatory compliance.</i></p> | <p>Tuesday, November 7th 8:30AM – 12:00PM <u>SPA Training Room</u> Zoom Meeting</p> | <p>Kathy Branson, IACUC Specialist, Institutional Animal Care and Use Committee (IACUC) Jennifer Ford, Assistant Director, Office for the Protection of Research Subjects (OPRS) Tina McGill, Assistant Director, Division of Research Safety (DRS)</p> |
| <p>Fall Assessment</p> | <p>Available: Wednesday, November 8th Due: Monday, November 27th</p> | |

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| Is this a Conflict? <i>This week we will build your foundational knowledge of conflicts of commitment and interest, including sponsor-specific procedures. Together we will review best practices, worst practices, and draft a conflict management plan.</i> | Tuesday, January 16th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Linda Lee Drozt , Director of Strategic Regulatory Programs and Conflict of Interest Officer, OVCRI Dr. Melanie Loots , Chief of Staff, Executive Associate Vice Chancellor for Research and Innovation, OVCRI |
| Personnel: The Most Important Resource on a Sponsored Project <i>The success of a sponsored project is based in great part on the quality and actions of the personnel. It is imperative that Research Administrators and Principal Investigators know the basics of managing human resources and call on outside assistance before a problem arises. This class will provide an overview of personnel-related questions you and your PI should be considering throughout the sponsored project lifecycle. We will also provide a list of resources for when those questions arise.</i> | Tuesday, January 30th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Kevin Frerichs , Assistant Director, Non-Federal Awards, SPA Wendy Harris , Associate Dean for Administration, School of Social Work Kendra Shaffer , Director of Business Services, College of Fine and Applied Arts |
| Award Negotiation and Execution <i>Overview of award processing from agreement receipt to execution through the perils of agreement negotiation. Participant will be able to distinguish between the different types of funded and unfunded agreements, identify clauses of concern, and assist in mitigating roadblocks along the way.</i> | Tuesday, February 13th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Meghan Calandro-Howell , Senior Award Negotiator, SPA Sarah Hasib , Senior Award Negotiator, SPA |

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| Subawards <i>My PI wants to collaborate with someone outside of the University of Illinois, now what? This course will provide information on why Subawards exist, why they are important, what is needed to create a subaward, and how they are managed across various campus offices. We will discuss the subaward process across the entire lifecycle, from early discussions of their creation through subaward closeout. Instructors will provide insight from the department, pre-award, and award management perspectives.</i> | Tuesday, February 27th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Jamie Keeney , Senior Award Management Coordinator, Federal Awards, SPA Susanne Klein , Senior Award Negotiator, SPA Kelly Sullan , Assistant Head, Business and Strategic Planning, Department of Natural Resources and Environmental Sciences |
| Award Management and the Lifecycle – Off and Running <i>Your award is executed! The race has begun! This course will focus on award management and monitoring during the award lifecycle from award set up to sponsor invoicing. The discussion will include initial award setup in Banner, anticipation accounts, sponsored project costs, expenditure monitoring, and invoicing & reporting. This course is interactive with case studies and open discussion.</i> | Tuesday, March 19th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Namneet Carreon , Award Management Coordinator, Non-Federal Awards, SPA Katrina Chester , Assistant Director, Illinois Global Institute Tina Owens-Anderson , Advanced Senior Management Coordinator, Non-Federal Awards, SPA Rosine Yao , Assistant Director, Federal Awards, SPA |

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|--|---|---|
| Award Management and the Lifecycle – The Home Stretch <i>We have almost made it!! Almost finished!! This course will cover an overview of award monitoring, financial aspects of the award lifecycle, and oversight areas including audit, equipment, travel considerations, semi-annual confirmations, no-cost extensions, and more. The finish line is in sight!</i> | Tuesday, April 2nd 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Ryan Holmes , Assistant Director, Audit and Compliance, SPA Kristie Lamoreux , Assistant Director, Audit and Compliance, SPA Jennifer Schuster , Award Management Coordinator, Non-Federal Awards, SPA Michelle Ward , Assistant Director, Non-Federal Awards, SPA Lisa Young , Grants & Contracts Coordinator, Prairie Research Institute |
| The End of the Road – Award Closeout <i>This course will provide tips and tricks to successful closeout of a sponsored program. The discussion will include the importance of timely closeout, common delays in the process, and how to resolve them.</i> | Tuesday, April 9th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Cheryl Howerton , Director, Audit and Compliance, SPA Chris Patton , Senior Award Management Coordinator, Federal Awards, SPA Brittany Stein , Senior Business and Finance Coordinator, Materials Science and Engineering |
| Spring Assessment | Available: Wednesday, April 10th Due: Friday, April 26th | |
| Certification Ceremony and Reception | Tuesday, April 30th 3:00PM – 5:00PM Chancellor Ballroom Illinois Conference Center | 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](#).**

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| NSF Lifecycle <i>An overview of the lifecycle of an NSF award from finding funding through award closeout. This course will touch on program solicitation types, budgeting considerations, NSF proposal submission and award management systems and resources, common errors and warnings in a proposal submission, award management and closeout. And MUCH more!</i> | Tuesday, October 3rd 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Jeff Eaton , Award Management Coordinator, Federal Awards, SPA Stephanie Fellmann , Associate Director, Proposals, SPA Sarah Lorbiecki , Assistant Director, Federal Awards, SPA Tamara Roosevelt , Proposal Development Lead, National Center for Supercomputing Applications (NCSA) |
| Innovation, Espionage, and Integrity <i>This course will explore the creation, protection, and sharing of university research data as well as the training and safeguards needed to ensure compliance with US export controls, security, intellectual property, and technology transfer, including the responsibility of maintaining research integrity.</i> | Tuesday, October 10th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Michelle Chitambar , Assistant Director, Licensing and Senior Technology Manager, Office of Technology Management (OTM) Nick Dabbs , Deputy Export Compliance Officer, SPA Kathy Gentry , Export Compliance Officer, SPA Christopher Lehmann , Research Integrity Officer, OVCRI |
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| <p>Sponsored Equipment Management – Hey, Where’s My Microscope?</p> <p><i>Your PI has purchased equipment on sponsored award funds, do you know how to track and manage the equipment? Does the University have title for ownership or is the sponsor requiring title? What if the equipment is to be fabricated during the award? Join us in this new SPaRC'Ed Elective as we discuss the lifecycle of equipment as it relates to sponsored projects. Topics covered will include acquisitions, fabrications, best practices for managing and tagging inventory, and procedures for dispositions.</i></p> | <p>Tuesday, October 31st</p> <p>8:30AM – 12:00PM</p> <p>SPA Training Room</p> <p>Zoom Meeting</p> | <p>Carrie Blount, Associate Director, Federal Awards, SPA</p> <p>Ryan Holmes, Assistant Director, Audit and Compliance, SPA</p> <p>Cheryl Howerton, Director, Audit and Compliance, SPA</p> <p>Magdalena Jach, Senior Surplus Coordinator, University Accounting and Financial Reporting</p> <p>Ron Janowski, Inventory Records Control Supervisor, University Accounting and Financial Reporting</p> |
| <p>Labs, Animals, and Humans...Oh My!</p> <p><i>Ensuring regulatory compliance takes brains, heart, and courage – especially when research projects involve animals, humans, and lab safety...oh my! Presenters from DRS, IACUC, and OPRS will pull back the curtain, revealing key regulatory issues to follow down the golden brick road to achieve regulatory compliance.</i></p> | <p>Tuesday, November 7th</p> <p>8:30AM – 12:00PM</p> <p>SPA Training Room</p> <p>Zoom Meeting</p> | <p>Kathy Branson, IACUC Specialist, Institutional Animal Care and Use Committee (IACUC)</p> <p>Jennifer Ford, Assistant Director, Office for the Protection of Research Subjects (OPRS)</p> <p>Tina McGill, Assistant Director, Division of Research Safety (DRS)</p> |
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| <p>DOE Lifecycle <i>An overview of the lifecycle of a DOE award from finding funding through award closeout. This course will touch on program solicitation types, budgeting considerations, DOE proposal submission and award management systems and resources, conflict of interest and foreign influence compliance requirements, common errors and warnings in a proposal submission, award management and closeout.</i></p> | <p>Tuesday, February 20th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p> | <p>Linda Adams, Senior Grants and Contracts Coordinator, Prairie Research Institute Katie Bateman, Assistant Director, Proposals, SPA Carrie Blount, Associate Director, Federal Awards, SPA Justin Blount, Assistant Director, Negotiation, SPA</p> |

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| NIH Lifecycle <i>An overview of pre- and post-award issues related to NIH. Discussion of program types, unique NIH budgeting considerations, common errors in proposal submissions, navigating eRA Commons, and guidance and tips for successful NIH post-award management.</i> | Tuesday, March 5th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Keri Dean , Grants and Contracts Associate, College of Veterinary Medicine Holly Iannuzzelli , Senior Proposal Coordinator, SPA Jen Sturm , Senior Award Management Coordinator, Federal Awards, SPA |
| The Ins and Outs of Travel: The Planning, the Restrictions, and the Reimbursement <i>A discussion on the aspects of travel related to sponsored projects. Learn the Yes, NO, and It Depends for travel related expenses.</i> | Tuesday, March 26th 8:30AM – 12:00PM SPA Training Room Zoom Meeting | Beth Etchison , Grants and Contracts Coordinator, Information Sciences Sarah Lorbiecki , Assistant Director, NSF Awards, SPA Rachel Santarelli , Senior Specialist Payment Operations, University Payables Tammy Ziegler , Senior Coordinator, Payment Operations, University Payables |

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