

SPaRC'Ed 2024-2025 Schedule

Courses	Course Date	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 project portfolio as well as a general introduction to the regulatory environment that guides sponsored research administration.</i></p>	<p>Tuesday, August 13th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>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</p>
<p>Proposal Basics <i>An overview of the key elements of the proposal process, including proposal planning, the components of a proposal and budget, coordinating and communicating with PIs, SPA review and approval. This course will engage participants in reviewing solicitations, resources for preparing application forms, tips for assisting PIs, and working with SPA to submit applications for funding requests.</i></p>	<p>Tuesday, August 27th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Susan Lafferty, Assistant Director for Research Administration, School of Information Sciences Rosalyn Maziarka, Proposal Coordinator, SPA</p>
<p>Budget Components <i>Identify the common components of a budget and budget justification, and assess the correct fringe benefit costs, tuition remission costs, and indirect costs. Participants will gain insights through real-world examples of budget development.</i></p>	<p>Tuesday, September 10th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Katie Bateman, Assistant Director, Proposals, SPA Scott Corum, Assistant Director of Sponsored Projects, Electrical and Computer Engineering Stephanie Fellmann, Associate Director, Proposals, SPA</p>

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<p>SOS – Systems on Systems <i>Researchers and administrators are responsible for learning a dizzying array of electronic systems and tools to submit proposals. This course will cover the foundational electronic systems used in the early stages of the sponsored project lifecycle, including a deep dive into the University of Illinois 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 as you help usher a project to the award stage.</i></p>	<p style="text-align: center;">Tuesday, September 24th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Michelle Barkley, Proposal Coordinator, SPA Kim Darnell, Grants and Contracts Coordinator, Bureau of Educational Research Maddie Jackson, Senior Specialist, Processing and Records Management, SPA</p>
<p>Innovation, Espionage, and Integrity <i>This course will explore how university personnel — including you! — shape and manage the impact of university research on individuals, the broader community, and national security. You will learn how the university helps turn promising research into solutions that improve our world; how we ensure that research at Illinois is conducted ethically regarding students, staff, and subjects; and how we comply with US export controls and other rules to slow the dissemination of our critical research to entities that may misuse it. We promise to both bore you to tears with dreary regulations — and leave you asking, “would someone actually do that”?</i></p>	<p style="text-align: center;">Tuesday, October 8th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Michelle Chitambar, Assistant Director, Licensing and Senior Technology Manager, Office of Technology Management (OTM) Nick Dabbs, Deputy Export Compliance Officer, SPA Christopher Lehmann, Research Integrity Officer, OVCRI</p>

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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!</i> <i>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, October 22nd 8:30AM – 12:00PM SPA Training Room 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>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></p>	<p>Tuesday, November 12th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Jayne Goby, Senior Associate Director, Data and Systems, SPA Holly Pankow, Assistant Director, Grants and Contracts, Prairie Research Institute Kathie Veach, Advanced Senior Pre-Award Shared Service Coordinator, SPA</p>
<p>Fall Assessment</p> <p>Available: Wednesday, November 13th</p> <p>Due: Monday, December 2nd</p>		

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<p>Conflicts, Consultation, and CUI <i>Attendees of this session will learn the basics of conflicts of commitment and interest, Native American Graves Protection and Repatriation Act (NAGPRA) compliance at Illinois, and our infrastructure to support Controlled Unclassified Information and regulated research.</i></p>	<p>Tuesday, January 14th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Josh Erenberg, Regulated Research Program Manager, Campus Research IT Krystiana Krupa, Program Officer, OVCRI Linda Lee Drozt, Director of Strategic Regulatory Programs and Conflict of Interest Officer, OVCRI</p>
<p>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></p>	<p>Tuesday, January 28th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Lacey Holman, Assistant Director, Grants and Contracts, Prairie Research Institute Kevin Frerichs, Assistant Director, Non-Federal Awards, SPA Kendra Shaffer, Director of Business Services, College of Fine and Applied Arts</p>
<p>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></p>	<p>Tuesday, February 11th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Sarah Hasib, Senior Award Negotiator, SPA Frank Madden, Assistant Director, Negotiations, SPA Jessica Steenbergen, Senior Award Negotiator, SPA</p>

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<p>“Give a Little Bit” – Outgoing 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 and issue a subaward to an external collaborator, and how they are managed across various campus offices. We will discuss the outbound subaward process across the entire lifecycle, from early discussions of their creation through subaward closeout, along with audit and compliance requirements sprinkled throughout. Instructors will provide insight from the department, pre-award, award management, and audit & compliance perspectives.</i></p>	<p style="text-align: center;">Tuesday, February 25th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Kristi Anderson, Assistant Director for Finance and Administration, Illinois Center for Transportation</p> <p>Jamie Keeney, Senior Award Management Coordinator, Federal Awards, SPA</p> <p>Susanne Klein, Senior Award Negotiator, SPA</p> <p>Christina Orange, Senior Coordinator, Audit and Compliance, SPA</p>
<p>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 and reporting. This course is interactive with case studies and open discussion.</i></p>	<p style="text-align: center;">Tuesday, March 11th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Namneet Carreon, Senior Award Management Coordinator, Non-Federal Awards, SPA</p> <p>Katrina Chester, Assistant Director, Illinois Global Institute</p> <p>Rosine Yao, Assistant Director, Federal Awards, SPA</p>

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<p>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></p>	<p style="text-align: center;">Tuesday, March 25th</p> <p style="text-align: center;">8:30AM – 12:00PM</p> <p style="text-align: center;">SPA Training Room</p> <p style="text-align: center;">Zoom Meeting</p>	<p>Ryan Holmes, Assistant Director, Audit and Compliance, SPA</p> <p>Kristie Lamoreux, Associate Director, Audit and Compliance, SPA</p> <p>Jennifer Schuster, Senior Award Management Coordinator, Non-Federal Awards, SPA</p> <p>Jennifer Sturm, Senior Award Management Coordinator, Federal Awards, SPA</p> <p>Lisa Young, Senior Grants & Contracts Coordinator, Prairie Research Institute</p>
<p>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></p>	<p style="text-align: center;">Tuesday, April 8th</p> <p style="text-align: center;">8:30AM – 12:00PM</p> <p style="text-align: center;">SPA Training Room</p> <p style="text-align: center;">Zoom Meeting</p>	<p>Jerald Kimble, Coordinator, Audit and Compliance, SPA</p> <p>Chris Patton, Assistant Director, Federal Awards, SPA</p> <p>Kim White, Grants and Contracts Coordinator, Fire Service Institute</p>
<p>Spring Assessment</p> <p>Available: Wednesday, April 9th</p> <p>Due: Friday, April 25th</p>		
<p>Certification Ceremony and Reception</p>	<p style="text-align: center;">Wednesday, April 30th</p> <p style="text-align: center;">3:00PM – 5:00PM</p> <p style="text-align: center;">Chancellor Ballroom</p> <p style="text-align: center;">Illinois Conference Center</p>	<p>Recognition of SPaRC'Ed Research Administration Certification Series Graduates</p>

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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>		
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<p>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></p>	<p>Tuesday, August 20th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Kirk Branch, Senior Research Administration Coordinator, Mechanical Science and Engineering Jeff Eaton, Award Management Coordinator, Federal Awards, SPA Holly Iannuzzelli, Advanced Senior Proposal Coordinator, SPA Sarah Lorbiecki, Senior Assistant Director, Federal Awards, SPA</p>
<p>Budget Components <i>Identify the common components of a budget and budget justification, and assess the correct fringe benefit costs, tuition remission costs, and indirect costs. Participants will gain insights through real-world examples of budget development.</i></p>	<p>Tuesday, September 10th 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Katie Bateman, Assistant Director, Proposals, SPA Scott Corum, Sponsored Research Coordinator, Electrical and Computer Engineering Stephanie Fellmann, Associate Director, Proposals, SPA</p>

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<p>Herding Cats 101: Taming the Wild World of Multidisciplinary Projects <i>This course provides a comprehensive overview of the lifecycle of multidisciplinary research projects, from proposal development to award closeout. Participants will learn how to effectively manage larger projects that span multiple units, with a focus on account setup, post-award oversight and accounting, grant reporting, indirect cost recovery (ICR) allocations, and final closeout responsibilities. Gain the skills to navigate the complexities of multidisciplinary research management and ensure the success of your projects.</i></p>	<p style="text-align: center;">Tuesday, February 4th</p> <p style="text-align: center;">8:30AM – 12:00PM</p> <p style="text-align: center;">SPA Training Room</p> <p style="text-align: center;">Zoom Meeting</p>	<p>Katie Bateman, Assistant Director, Proposals, SPA</p> <p>Jessica Leeman, Director of Budget and Resource Planning, National Center for Supercomputing Applications (NCSA)</p> <p>Amy Leng, Director of Budget and Resource Planning, Beckman Institute</p> <p>Sarah Lorbiecki, Senior Assistant Director, Federal Awards, SPA</p> <p>Tamara Roosevelt, Proposal Development Lead, National Center for Supercomputing Applications (NCSA)</p>

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<p>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></p>	<p style="text-align: center;">Tuesday, April 1st 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Steffany Ballas, Advanced Senior Award Management Coordinator, NSF Awards, SPA</p> <p>Sarah Challand, Grants and Contracts Coordinator, Psychology</p> <p>Rachel Santarelli, Senior Specialist Payment Operations, University Payables</p> <p>Tammy Ziegler, Senior Coordinator, Payment Operations, University Payables</p>

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<p>Charting New Territories: Strategies for Successful Management of Clinical Research <i>Embark on a journey through the evolution of clinical trials and learn how the University has begun to manage clinical research endeavors. This course offers insights into the historical significance of clinical trials, their impact on research administration, and best practices for beginning a clinical trial within the academic settings.</i></p>	<p style="text-align: center;">Tuesday, April 22nd 8:30AM – 12:00PM SPA Training Room Zoom Meeting</p>	<p>Maggie Berg, Senior Research Development Manager, Interdisciplinary Health Sciences Institute Carrie Blount, Associate Director, Federal Awards, SPA Justin Blount, Assistant Director, Negotiation, SPA Stephanie Fellmann, Associate Director, Proposals, SPA Gill Snyder, Senior Director for Research and Core Development, Interdisciplinary Health Sciences Institute</p>