

SPaRC'Ed 2025-2026 Schedule

Courses	Course Date	Instructors
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 26th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Dan Harmon , Director, Data and Systems, Sponsored Programs Administration (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) Julie Robinson , Senior Associate Director, Negotiation, SPA 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, 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>	Tuesday, September 9th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Rosalyn Maziarka , Proposal Coordinator, SPA Kelsey Munsterman , Proposal Development Specialist, Institute for Genomic Biology Hannah Stites , Research Program Coordinator, Materials Research Lab
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>	Tuesday, September 23rd 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Katie Bateman , Assistant Director, Proposals, SPA Andrea Vogel , Research Administration Manager, Grants and Contracts, Engineering Business Service Center

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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. 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 technology more efficiently. Learn to make sense of madness as you help usher a project to the award stage.</i>	Tuesday, October 7th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Michelle Barkley , Proposal Coordinator, SPA Kim Darnell , Grants and Contracts Coordinator, Bureau of Educational Research Maddie Jackson , Senior Specialist, Processing and Records Management, SPA
Inventions, Exports, and Information Controls <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 protect controlled unclassified information to comply with national security regulations; 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.</i>	Tuesday, October 21st 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Michelle Chitambar , Assistant Director, Licensing and Senior Technology Manager, Office of Technology Management Nick Dabbs , Deputy Export Compliance Officer, Office of Research Security Josh Erenberg , Regulated Research Program Manager, Campus Research IT

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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>	Tuesday, November 4th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Kathy Buetow , 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)
Cost Share Savvy: From Basics to Best Practices <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, November 18th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Carrie Blount , Associate Director, Federal Awards, SPA Stephanie Fellmann , Associate Director, Proposals, SPA Madison Huckstep , Grants and Contracts Coordinator, Prairie Research Institute
Fall Assessment Available: Wednesday, November 19th Due: Monday, December 8th		

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Conflicts, Consultation, and Campus Integrity <i>This course will explore how university personnel — including you! — shape and manage the ethics of university research on individuals and the broader community. 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 Research Integrity.</i>	Tuesday, January 13th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Jacquelyn Jancius , Senior Conflict of Interest Officer, Office of Research Security Krystiana Krupa , Senior Program Officer, OVCRI Christopher Lehmann , Research Integrity Officer, OVCRI
Award Negotiation and Execution <i>Overview of award processing from agreement receipt to execution through the perils of agreement negotiation. Participants 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, January 27th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Sarah Hasib , Senior Award Negotiator, SPA Frank Madden , Assistant Director, Negotiations, SPA Jessica Steenbergen , Senior Award Negotiator, SPA
Personnel: The Most Important Resource on a Sponsored Project <i>The success of a sponsored project is based in great part on the personnel working on the project. It is imperative that Research Administrators and Principal Investigators know the basics of employee types and managing personnel and call on outside assistance before a problem arises. This class will provide an overview of personnel-related considerations you and your PI should be discussing throughout the sponsored project lifecycle. We will also provide a list of resources for when those questions arise.</i>	Tuesday, February 10th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Kevin Frerichs , Assistant Director, Non-Federal Awards, SPA Lacey Holman , Assistant Director, Grants and Contracts, Prairie Research Institute Kendra Shaffer , Director of Business Services, College of Fine and Applied Arts

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"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>	Tuesday, February 24th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Kristi Anderson, Assistant Director for Finance and Administration, Illinois Center for Transportation Susanne Klein, Senior Award Negotiator, SPA Christina Orange, Senior Coordinator, Audit and Compliance, SPA Kelly Ryan, Award Management Coordinator, Federal Awards, SPA
Award Management and the Lifecycle – Off and Running <i>Your award is executed! The race has begun! This course explores award management and monitoring throughout the award lifecycle, from setup to sponsor invoicing, incorporating both Sponsored Projects Administration (SPA) and departmental perspectives. We'll cover key topics including the initial award setup in Banner, anticipation accounts, allowability of sponsored project costs, expenditure monitoring, and invoicing and reporting. This interactive course includes a real-world scenario exercise, documentation activity, open discussion, and a fun game—all designed to provide practical insight into the roles and responsibilities of both SPA and departmental administrators in effective award stewardship.</i>	Tuesday, March 10th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Namneet Carreon, Senior Award Management Coordinator, Non-Federal Awards, SPA Katrina Chester, Assistant Director, Illinois Global Institute 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, March 24th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Ryan Holmes , Assistant Director, Audit and Compliance, SPA Kristie Lamoreux , Associate Director, Audit and Compliance, SPA Jennifer Schuster , Senior Award Management Coordinator, Non-Federal Awards, SPA Jennifer Sturm , Senior Award Management Coordinator, Federal Awards, SPA Lisa Young , Senior Grants & Contracts Coordinator, Prairie Research Institute
The End of the Road – Award Closeout <i>This course will provide tips and strategies for the successful closeout of a sponsored program, with insights from award management, department business office, and audit/compliance perspectives. Attendees will gain a well-rounded understanding of the closeout process, including the importance of timely action, common delays, and practical approaches to resolving issues. By hearing from multiple campus roles involved in closeout, participants will be better equipped to navigate challenges and ensure a smooth conclusion to awards.</i>	Tuesday, April 7th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Jerald Kimble , Coordinator, Audit and Compliance, SPA Chris Patton , Assistant Director, Federal Awards, SPA Kim White , Grants and Contracts Coordinator, Fire Service Institute
Spring Assessment Available: Wednesday, April 8th Due: Monday, April 27th		

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Certification Ceremony and Reception	Thursday, 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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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 technology more efficiently. Learn to make sense of madness as you help usher a project to the award stage.</i>	Tuesday, October 7th 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Michelle Barkley , Proposal Coordinator, SPA Kim Darnell , Grants and Contracts Coordinator, Bureau of Educational Research Maddie Jackson , Senior Specialist, Processing and Records Management, SPA

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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>	Tuesday, February 3rd 8:30AM – 12:00PM SPA Training Room Hybrid Meeting	Katie Bateman, Assistant Director, Proposals, SPA Jessica Leeman, Director of Budget and Resource Planning, National Center for Supercomputing Applications (NCSA) Sarah Lorbiecki, Senior Assistant Director, Federal Awards, SPA Corey Marks, Assistant Director, Pre-Award and Grant Information Management, Institute for Genomic Biology

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The Ins and Outs of Travel: The Planning, the Restrictions, and the Reimbursement <i>This session offers a comprehensive discussion on the various aspects of travel related to sponsored projects. Participants will gain a clearer understanding of the key considerations when planning travel, the common restrictions that apply, and the processes involved in seeking reimbursement. Learn the "Yes," "No," and "It Depends" of travel-related expenses to help ensure compliance and proper documentation every step of the way.</i>	Tuesday, March 31st 8:30AM – 12:00PM <u>SPA Training Room</u> Hybrid Meeting	Steffany Ballas, Advanced Senior Award Management Coordinator, NSF Awards, SPA Ben Ryckman, Business Administrative Associate, University Payables Rachel Santarelli, Senior Specialist Payment Operations, University Payables Hollis Wildermuth, Post Award Specialist, Beckman Institute
The End of the Road – Award Closeout <i>This course will provide tips and strategies for the successful closeout of a sponsored program, with insights from award management, department business office, and audit/compliance perspectives. Attendees will gain a well-rounded understanding of the closeout process, including the importance of timely action, common delays, and practical approaches to resolving issues. By hearing from multiple campus roles involved in closeout, participants will be better equipped to navigate challenges and ensure a smooth conclusion to awards.</i>	Tuesday, April 7th 8:30AM – 12:00PM <u>SPA Training Room</u> Hybrid Meeting	Jerald Kimble, Coordinator, Audit and Compliance, SPA Chris Patton, Assistant Director, Federal Awards, SPA Kim White, Grants and Contracts Coordinator, Fire Service Institute

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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>	Tuesday, April 14th 8:30AM – 12:00PM <u>SPA Training Room</u> Hybrid Meeting	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