



Compliance and Research Admistration Training and Education

April 9-10, 2009

8:00 a.m. to 5:00 p.m.

**Research Building A - Innovation Park
Florida State University**

COURSE OVERVIEW:

CReATE is a 2 day intensive overview of the proper administration of grants and contracts. Didactic lectures will explain in detail the Federal, State and institutional requirements for grant and contract proposal preparation, submission, and post-award management. A broad overview for non-financial research compliance issues, including the use of animal and human subjects, biohazards, export controls and intellectual property will be discussed. More in depth discussions will be provided for responsible conduct in research, conflict of interest and financial compliance issues. Indirect cost, including how they are calculated, distributed and properly used will be explained. Federal guidelines governing allowable costs on grants and contracts will be spelled out in detail. Differences between the management of private, State and Federal grants and contracts will be delineated. A Grant Proposal Laboratory will be held where participants will prepare a detailed grant proposal budget including the calculation of direct and indirect costs, determination of allowable costs, and subcontracting. Ample time will be allowed for questions and interactions with the speakers, who are all experts in the field of research compliance and grant administration. Each participant will be provided with a comprehensive course syllabus containing all of the speaker's slides, handouts, and copies of pertinent Federal and State regulations. Light refreshments and lunch will be served each day.

WHO SHOULD ATTEND:

The *CReATE* Course is intended for all individuals who deal with research compliance, grant proposal development, and pre- and post-award grant and contract administration and management, including:

- Assistant and Associate Deans of Research and Administration
- College/Departmental Administrators and Staff
- Laboratory Managers
- Office Managers and Budget Managers/Officers
- Grant and Contract Managers
- Institute and Center Grant Administrators
- Laboratory and Program Managers and Directors
- Faculty involved in Contracts and Grants

COURSE OBJECTIVES:

- Learn Federal and institutional policies governing sponsored research administration
- Understand the requirements for grant/contract proposal preparation and submission
- Become knowledgeable regarding fiscal requirements for managing grants/contracts
- Understand the differences between managing private and government grants/contracts
- Gain an awareness of the requirements for research involving humans, animals, biohazards, and intellectual property issues
- Gain an appreciation for the responsible conduct of research

TOPICS COVERED:

- Responsible Conduct of Research
- Broad overview of Human Subjects, Animal Use, Biohazards and Radioactivity, Select Agents, Export Controls and Classified Research, Intellectual Property, Copyrights, Patents and Technology Transfer
- OMB Circulars A-21, A-110, and A-133
- Cost Accounting Standards
- Calculation of F&A Rates and Use and Distribution of Indirect Costs
- Time and Effort Reporting
- Cost Sharing
- Division of Sponsored Research Statute and Sponsored Research Exemption
- Subcontracting
- Fixed Price Contracts and Use of Residuals
- Placement of Funds and PI Eligibility
- Participant Support costs, Advances Accounts, and Program Income
- Federal Earmarks
- Certifications, Assurances and Representations
- FSU Research Foundation
- Top Ten Things that Can (and Do) Go Wrong at the Department Level
- How to Prepare a Grant Budget
- Grant Proposal Laboratory

CERTIFICATE OF COMPLETION:

All participants who successfully complete the *CReATE* Course are awarded a Certificate of Completion. Successful completion requires mandatory attendance at all presentations and a passing grade on a comprehensive 70 question multiple choice, open book exam.

HOW TO REGISTER:

There is no charge for all FSU faculty and staff. Class size is limited and enrollment is first come, first served. Permission from your supervisor indicating his/her approval for you to attend all of the sessions is required. Please fill out the attached Registration Form and fax to the Office of Research (850-644-5372). **Registration deadline is March 27, 2009.**

Please call 850-644-9694 if you have any questions.



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REGISTRATION

NAME: _____

TITLE/POSITION: _____

DEPT/COLLEGE: _____

ADDRESS (include Office Name, Location and Mail Code): _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

SUPERVISOR APPROVAL (Indicates approval for you to attend all of the sessions)

NAME: _____

DEPT/COLLEGE: _____

SIGNATURE: _____ **EMAIL:** _____

Please fax completed registration by March 27, 2009 to:

**Office of the Vice President for Research
Florida State University
850-644-5372**



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**Research Building A, Seminar Room First Floor
Innovation Park**

Course Schedule

DAY 1 Thursday, April 9, 2009

	7:45 – 8:00	Registration and Coffee	
1	8:00 – 8:30	Introduction and Overview Program	Ross Ellington
2	8:30 – 9:00	Responsible Conduct of Research	Ross Ellington
3	9:00 – 10:00	Non-Financial Compliance Overview	Greg Thompson
	10:00 – 10:15	BREAK	
4	10:15 – 10:50	Conflict of Interest in Research	Jane Mostoller
5	10:50 – 12:00	OMB Circular A-21/Cost Accounting Standards	Judy Hefren
	12:00 – 12:40	LUNCH	
6	12:40 – 1:05	Calculation of F&A Rates	Pete Walker
7	1:05 – 1:35	Use and Distribution of Indirect Costs	Olivia Pope
8	1:35 – 2:15	OMB Circular A-110	Judy Hefren
9	2:15 – 2:45	OMB Circular A-133	Roberta McManus
	2:45 – 3:00	BREAK	
10	3:00 – 3:45	Time & Effort Reporting - Federal Requirements	Judy Hefren
11	3:45 – 4:25	Cost Sharing	Judy Hefren
12	4:25 – 4:40	Division of Sponsored Research Statute, Sponsored Research Exemption and FL Statutes 216.346 & 215.97	Greg Thompson
	4:40 – 5:00	Open Discussion	

DAY 2 Friday, April 10, 2009

13	8:00 – 8:30	Subcontracting	Juel Kamke
14	8:30 – 9:40	Participant Support Costs, Advances Accounts, Program Income	Diana Key
15	9:40 – 10:10	Placement of Funds and PI Eligibility	Russell Lentz
	10:10 – 10:25	BREAK	
16	10:25 – 11:05	Fixed Price Residuals	Judy Hefren
17	11:05 – 11:30	FSU Research Foundation	Holly Newell
18	11:30 – 12:00	Assurances, Representations, & Certifications	Olivia Pope
	12:00 – 12:40	LUNCH	
19	12:40 – 1:00	What is an Earmark Anyway?	Beth Hodges
20	1:00 – 1:45	Top 10 Things that Can and Do Go Wrong at the Department Level	Olivia Pope
21	1:45 – 2:15	How to Prepare a Grant Budget	Brian Barton
	2:15 – 2:30	BREAK	
22	2:30 – 3:30	Grant Proposal Laboratory	Staff
	3:30 – 4:30	Wrap Up	TBA