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Part 1, Online: Effort Reporting and ECRT Training
Topics to be covered:
- Why effort reporting is required and effort certification forms,
- Committed effort
- Categories of effort
- Report actual effort on UTMB’s effort certification form

Learning Objective:
Participants will gain an understanding of the
- Importance of completing effort certifications.
- Define the categories of effort.
- The requirements surrounding effort certification and risks of not complying with effort certification.
- Determining and managing the committed level of effort, including minimum and maximum levels of committed effort.

Part 2, Lecture: Research Project Management 101: “My PI has an idea…”
Topics to be covered:
- Legal Hierarchy – Laws & Circulars
- Lifecycle of a Grant
- Proposal Components
- Notice of Award

Learning Objective:
Participants will gain an understanding of the
- Different funding mechanisms (grant, contract, cooperative agreement, subcontract)
- Regulations that govern research administration (e.g., OMB Circulars, NIH Grants Policy Statement, Institutional Policies and Procedures)
- Cost Principles (allowability, reasonable, allocable, consistent treatment)

Part 3, Online: Research Financial Grants Management
Topics to be covered:
- Types of grants
- Research roles and responsibilities,
- Policies regarding research projects, proposal submission, cost management, federal rules and regulations, and required disclosures.

Learning Objective:
Participants will gain an understanding of the
- UTMB’s policy regarding research integrity and the ramifications of scientific misconduct
- Identify the guidelines for consistent treatment of costs charged directly or indirectly to sponsored projects and cost accounting standards
- Understanding your role in managing your research activities

Part 4, Lecture: “I got the award… now what do I do?”
Topics to be covered:
- The Four Cost Principles
- Project Management
- Project Close-Out

Learning Objective:
Participants will gain an understanding of the requirements and practices for managing sponsored agreements, including:
- Regulations, guidelines, and policies governing project management
- Reporting Requirements
- Why identifying proper cost categories is so important
- Monitoring expenses
- When prior approval is required
- Preparing for project year-end tasks
- Managing the project close-out process

Course Policies:
Grading will be based on
• Attendance
• Participation

Course Evaluation
As part of the overall course grade, students also are required to complete an evaluation form at the end of each term. If the evaluation form is not received, an “I” or incomplete grade will be reported to the Office of Enrollment Services.
The Evaluation is designed to monitor the effectiveness of the lectures and other course activities. The results will be used to make any needed modifications for the following year of the course. This information also will be relayed to a separate committee that oversees the course. ALL STUDENTS are required to complete the evaluation forms.
Anonymity will be preserved with this online survey.
No textbooks are required.

**Disability/Special Accommodations Statement:** It is the policy of the University of Texas Medical Branch (UTMB) at Galveston to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs, and activities of UTMB-Galveston solely on the basis of the disability.

The University of Texas Medical Branch is committed to equal opportunity for students with disabilities. If you have a documented disability or would like to obtain information regarding services for students with disabilities, a complete copy of the “Student with Disabilities: Guidelines for Compliance” may be obtained from the Office of Equal Opportunity and Diversity.

**UTMB Honor Pledge**
On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.

**Student Conduct and Discipline**
*Student Conduct and Discipline* policy in the *Institutional Handbook of Policies and Procedures (IHOP)*, Section 7.1.3 ([http://www.utmb.edu/policy/ihop/search/07-01-03.pdf](http://www.utmb.edu/policy/ihop/search/07-01-03.pdf)). “General Responsibilities: It is the responsibility of every student, faculty member and administrative official to initiate a disciplinary complaint when scholastic dishonesty or other misconduct is involved” UTMB *IHOP* Section 7.1.3. *Student Conduct and Discipline: General Responsibilities*. 