December 11, 2015

Memorandum to: College Deans
                         Research Center and Institute Directors
                         Research Core Facilities Directors

From: Brad Shelton, Interim Vice President for Research and Innovation

Re: Mandatory training in research administration - updates

Just over a year ago, Sponsored Project Services (SPS), working with faculty and staff throughout the UO research community, developed an online Principal Investigator/Co-Principal Investigator (PI/Co-PI) certification module in response to federal recommendations for increased internal controls. We achieved 100% compliance during our role-out last year and are finding that the PIs are re-certifying rapidly as part of the annual process. The focus in this year's program is on research compliance topics and changes to research administration mandated through new omnibus rules issued by the federal government in the past year.

As part of our ongoing effort to insure well-informed research administration at the UO, on December 31, 2015, we will implement a new mandatory certification and training for employees who have been identified as a Department Grant Administrators (DGA). This certification is very similar in content and format to the current mandatory PI certification and will provide an overview of important concepts and procedures regarding compliance and accountability that are vital to all DGA's understanding of their role in sponsored project administration.

The DGA certification module will go live within the electronic proposal clearance system (EPCS) on December 31, 2015 and should take approximately 15-30 minutes to complete. This is a mandatory certification that will need to be completed once a year. DGAs who have **not** completed the certification by **March 31, 2016**:

- Will have their access to EPCS revoked (access will be reinstated upon completion); and
- Will have their financial approval authority on sponsored projects items frozen (cost transfers, JVs, PAAs, etc)

Please facilitate/encourage all DGAs within your units to complete the module by the March 2016 deadline. Every current DGA will be receiving an email with step-by-step directions and a link to the certification module on December 31, 2015. Additionally, we ask all managers to provide encouragement and support to DGA staff to engage in the robust training opportunities offered through SPS as well as attending the quarterly DGA meetings. These training opportunities provide staff with the up-to-date information they need to most effectively and efficiently support the PIs with their sponsored projects.

Please feel free to contact Analinda Camacho, Director, Sponsored Projects Services (Analinda@uoregon.edu or 6-2507) with any questions or comments.

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