Sponsored Projects Administration Certification Program-Narrative Syllabus

Instructors:

Office of Sponsored Programs	**Annie Publow**, Director of Sponsored Programs, Government-NonProfit Support
	Melanie Wiggins, Director of Sponsored Programs, Industry & Clinical Trials
	Juanita Lawrence, Senior Contract & Grant Administrator, Red Team Leader
Office of Grants & Contracts Accounting	**Mark E. Roberts**, Director, Grants & Contracts Accounting
	Presepine Fleming, Senior Accountant, Grants & Contracts Accounting

Program Overview:
The Office of Research and Office of the Vice President for Finance & Administration jointly sponsor the VCU Sponsored Projects Administration Certification Program. The program, which has been offered at least annually since 2005, was developed and is currently coordinated by the Office of Sponsored Programs. The structure of the program combines online materials presented through Blackboard with five (5) live sessions that focus on review and application of concepts. The course is the university's primary means of training our research administrators in the fundamentals of sponsored projects administration.

Course Outline:
Program materials are drawn from the many areas that affect and support sponsored projects administration at VCU. The intent in providing such a comprehensive selection of material is not to overwhelm you as a learner but to gather in one place all of the potential resources you should be aware of in the performance of your responsibilities.

Though the Sponsored Projects Administration Certification Program is coordinated by staff in the Office of Sponsored Programs, course material comes from several VCU divisions. Course materials reflect contributions from the Office of Research including Vice President for Research, Sponsored Programs, Research Subjects Protection, Research Integrity and Ethics, Technology Transfer, Postdoctoral Services, Undergraduate Resources, Research Infrastructure and the Division of Animal Resources. Course materials are also provided by the Office of the Vice President for Finance and Administration including the Controller's Office, Grants & Contracts Accounting, Human Resources, Procurement and Payment, and Facilities Management. The Department of Assurance Services including University Compliance also provides materials.

Key Dates for 2013 Certification Program:

	Module Content Posted to Blackboard	Module Live Session-Date and Time	Live Session-Location	Module Test Posted to Blackboard
Module One	Monday, August 19, 2013	Tuesday, September 3, 2013	BioTech One, Room 3060 (800 E. Leigh St.)	Thursday, September 5, 2013
Module Two	Monday, September 9, 2013	Tuesday, September 24, 2013	BioTech One, Room 3060 (800 E. Leigh St.)	Thursday, September 26, 2013
Module Three	Monday, September 30, 2013	Tuesday, October 15, 2013	BioTech One, Room 3060 (800 E. Leigh St.)	Thursday, October 17, 2013
Module Four	Monday, October 21, 2013	Tuesday, November 5, 2013	BioTech One, Room 3060 (800 E. Leigh St.)	Thursday, November 7, 2013
Module Five	Monday, November 11, 2013	Tuesday, November 26, 2013	BioTech One, Room 3060 (800 E. Leigh St.)	Thursday, November 28, 2013
	Certificate Award Ceremony: **Tuesday, December 10, 2013 at 3:30pm**			

Our Teaching Philosophy:
Most of us came to this teaching experience because we developed expertise in our subject areas and have been called upon to pass this information on to others working in research administration at VCU. Some instructors have pursued training through VCU's Center for Teaching Excellence. All instructors are committed to ensuring that participants are provided with course material and learning experiences that help them better understand their roles and responsibilities as research administrators. Our aim is to provide the administrative tools that help to simultaneously support the research enterprise at VCU, reduce risk to the university, and provide users with knowledge and confidence in their practice.

Course Description: The Sponsored Projects Administration Certification Program has been offered annually at VCU since 2005. The course arose and has evolved out of an ongoing need to train university faculty and staff on the fiscal, administrative and programmatic requirements of successfully managing sponsored projects.

Primary Course Objectives: By the conclusion of the certification you will
1. Understand the "Life Cycle" of a sponsored project
2. Understand the Administrative Infrastructure at VCU that supports research administration
3. Be familiar with Compliance areas and the Rules, Regulations and Laws that apply to sponsored projects

Primary Learning Outcomes: By the conclusion of the certification you will
1. Understand vocabulary inherent to research administration
2. Understand Roles inherent to research administration
3. Be able to relate the 3 Primary Course Objectives to the Grants Portfolio you Manage
4. Know When and Whom to ask for help

Learning Activities:
- **Online materials presented through Blackboard**: There is vocabulary and conceptual information inherent to understanding sponsored projects administration. Review all Blackboard units prior to each live session (because you can't engage with the material if you aren't familiar with the basic concepts and vocabulary.)
- **Class Discussions and Case Studies**: You will get out of this course what you put in.
- **Interactive Media**: Increasingly there are training materials that entertain as they educate.
- **Clicker Review Sessions:** Allows us the opportunity to emphasize key concepts from each unit and you the opportunity to see how much you have learned through the Blackboard materials.

Requirements for Completion:
The course content is located in the electronic Blackboard system. There are five modules—Pre Award, Compliance, Clinical Trials, Post Award Basics, and Project Management—each containing a varying number of units.

You must review the course material for all units in all five modules. Each unit has an associated unit quiz; a score of 100% (10 out of 10 questions) is required. Each module concludes with a module test; 80% (20 out of 25 questions) is required.

You must attend all live sessions in order to complete the course. The live sessions run from 10:00am until 2:00pm.

The course begins with a Pre-Test/Knowledge Survey and concludes with a Post-Test/Knowledge Survey. These are also required activities. There is no required score.

Evaluation and Assessment:
The Sponsored Projects Administration Certification Program is not "graded" in the same way that a traditional university course would be but unit quizzes, module exams and clicker review sessions are all designed to test your knowledge of the subject areas that are presented.

Continuing Education Unit (CEU) Credit
In the past couple of years, we have been able to offer 2.0 CEU credits for successful completion of the certification program. We have applied again this year to be able to offer CEU credits for those of you who are interested. Typically there is a modest fee associated with earning the credits. Please indicate on your registration form if you are interested in receiving CEU credits for successful completion of the course and we will follow up with you directly if our application to offer CEU is approved.

"Clickers":
We will be using a classroom response system technology called the "Classroom Performance System" (CPS), also referred to as "clickers." A clicker device will be provided to you for your use during each live session; clickers are collected before each live session concludes. The clicker—which works similarly to a television remote control— allows for electronic participation by students in the classroom.

Enrollment Requirements:
The Sponsored Projects Administration Certification Program is designed for those with three or more years of experience in the field of research administration. This does not mean that individuals with less experience are not welcome—to the contrary—but those individuals with less than three years of experience may need to devote extra time to the online materials in order to keep pace with the course.

Space in the course is limited. Priority registration will be given to those individuals who have not successfully completed the program in the last five years.

There is a place on the registration form where you can indicate the name of either your direct supervisor or the individual sponsoring the expense of your taking the course. We reserve the right to contact the named individual should you not attend the live sessions or not progress through the online materials.

Tips for being successful in this course:
  (1) Come to class prepared--Review all Blackboard units prior to each live session
  (2) Engage in the activities and dialogue of the course
  (3) Be respectful of one another's perspective
  (4) Be on time and stay full session. Any exceptions to full attendance at each live session must be communicated in writing (email, written note) with a copy provided to the person sponsoring your attendance.

Attendance Requirements:
Attendance at all five (5) live sessions is required for certification course completion.

Payment and Cancellation Policy:
There is a $75 fee for the course; please indicate the index number to be charged on your electronic registration form. Should you decide to cancel prior to the start of the course-- up to and including August 29, 2013--you will not be charged. If you drop the course between August 30 and September 4, 2013, a prorated amount of $15 (of the $75) will be charged to your account. Cancellations received September 5, 2013 and later are nonrefundable. All cancellations must be conveyed in writing to Annie Publow at ajpublow@vcu.edu.