

**The University of Houston
Research Administration Certification Program**

The University of Houston Research Administration Certification Program, sponsored by the Division of Research, is a mandatory training program that consists of a total of eleven courses. Each course will disseminate comprehensive instruction and information pertinent to research administration at the University of Houston. The program is for all staff that currently performs duties related to research administration.

IN ORDER TO OBTAIN CERTIFICATION, participants must attend eleven (11) courses. These include nine (9) courses listed as required which should be taken in sequential order, and two (2) courses listed as optional, (which includes NCURA Broadcast Workshops). PARTICIPANTS MUST ALSO EARN AN AVERAGE OF 70% OR BETTER OF ALL TESTS ADMINISTERED.

In addition, in order to maintain certification, participants may be required to attend a course designed to provide updated information. To receive credit for a course, attendees must stay through the duration of the course and must not arrive any later than 15 minutes after the course is scheduled to begin.

Members of the faculty and any staff that are not required to obtain certification are welcome to take any offered courses that may have beneficial information pertinent to individual job performance. Continuing Professional Education (CPE) credit is available for each course.

Fiscal Year 2009-2010 Schedule of Courses

REQUIRED COURSES

1. Overview of Contracts and Grants

This course provides a general understanding of research administration at the University of Houston. An introduction to research administration terminology, research funding mechanisms, and guidelines for proposal submission and post award administration are some of the topics that will be discussed.

Date & Time: Tuesday, October 13, 2009, 9:00 a.m. - 12:00 p.m.
(Registration starts at 8:30 a.m.)

Location: University of Houston Hilton, Room 247 PLAZA

2. Introduction to Proposal Submission

This course reviews the various stages of proposal development and submission at the University of Houston. Information on organizing proposals, completing required UH forms and following the Division of Research procedures for proposal submission are key elements in this course. In addition, research funding opportunities and mechanisms will be discussed in detail.

Date & Time: Tuesday, November 10, 2009, 9:00 a.m. - 12:00 p.m.
(Registration starts at 8:30 a.m.)

Location: University of Houston Hilton, Conrad Hilton Ballroom (B)

3. Cost Principles and Cost Accounting Standards (CAS)

This course covers the primary federal regulations governing what costs may be included in proposal budget and charged to contracts and grants. OMB circulars A-21, A-110, and CAS 501-503 are reviewed in detail.

Date & Time: Tuesday, December 8, 2009, 9:00 a.m. - 12:00 p.m.
(Registration starts at 8:30 a.m.)

Location: University of Houston Hilton, Conrad Hilton Ballroom (B)

4. Post Award Administration

This course addresses all aspects of administering an extramural award once the Office of Contracts and Grants has accepted it. Topics covered include approving allowable expenditures, subcontracting, equipment management, reporting requirements, and closeouts.

Date & Time: Tuesday, January 19, 2010, 9:00 a.m. - 12:00 p.m.

Location: M D Anderson Memorial Library - Rockwell Room (2nd floor)
(Registration starts at 8:30 a.m.)



5. Applications of Pre and Post Award Training

This course covers the components of a proposal budget and includes hands-on budget preparation exercises. It also provides an analysis of terms, budget categories, and cost estimates. Cost-sharing match requirements, F & A cost issues, and multi-year budgets are examined.

Date & Time: **Monday, February 16, 2010**, 9:00 a.m. - 12:00 p.m.
(Registration starts at 8:30 a.m.)

Location: M D Anderson Memorial Library - Rockwell Room (2nd floor)
(Registration starts at 8:30 a.m.)

6. Negotiation and Acceptance of Awards

This course focuses on the period between the submission of a proposal and the acceptance of an award. It provides an in-depth analysis of the processes of locating, interpreting, and complying with award requirements. Incremental funding and pre-award costs, and emergency release of funds are also part of this session.

Date & Time: Tuesday, March 16, 2010, 9:00 a.m. - 12:00 p.m.
(Registration starts at 8:30 a.m.)

Location: M D Anderson Memorial Library - Rockwell Room (2nd floor)
(Registration starts at 8:30 a.m.)

7. Financial Management and Audit

This course addresses the financial aspects of administering an extramural award once the Office of Contracts and Grants has accepted it. Financial topics will include time and effort reporting, cost transfers, costing policies, accounting principles, interim funding closeout procedures, and reports. Audit topics include time reporting, subcontract audit requirements, unallowable expenditures, and audit results.

Date & Time: Tuesday, April 13, 2010, 9:00 a.m. - 12:00 p.m.
(Registration starts at 8:30 a.m.)

Location: M D Anderson Memorial Library - Rockwell Room (2nd floor)
(Registration starts at 8:30 a.m.)

8. Time and Effort Reporting/Research Financial Operations

Most grants and contracts at the University of Houston require invoices and/or financial reports to be submitted to the sponsoring agency. This course will discuss the role of Research Financial Reporting and will provide the background and procedures for research invoicing and financial reporting. Reporting requirements will be included and the essential role of the departments in these processes will be discussed. Tools to help the departmental staff manage the financial aspects of a research cost center will be included.

Date & Time: Tuesday, May 11, 2010, 9:00 a.m. - 12:00 p.m.
(Registration starts at 8:30 a.m.)

Location: M D Anderson Memorial Library - Rockwell Room (2nd floor)
(Registration starts at 8:30 a.m.)

9. Ethics and Conflicts of Interest

This course focuses on ethical issues and potential conflicts of interest, which are crucial concerns in sponsored research. Scientific misconduct, federal and state conflict of interest regulations, conflict of commitment, and objectivity in research are key points of discussion.

Date & Time: Tuesday, June 15, 2010, 9:00 a.m. - 12:00 p.m.
(Registration starts at 8:30 a.m.)

Location: M D Anderson Memorial Library - Rockwell Room (2nd floor)
(Registration starts at 8:30 a.m.)

OPTIONAL COURSES

SPECIAL TOPICS: Human Subjects/Animal Care

This course covers the requirements for the use of human subjects and animals in research. Discussions focus on how to determine if proposed research requires either human subject or animal care approval by institutional review boards. Case studies are used as examples.

Date & Time: Tuesday, July 13, 2010, 9:00 a.m. - 12:00 p.m.
(Registration starts at 8:30 a.m.)

Location: M D Anderson Memorial Library - Rockwell Room (2nd floor)
(Registration starts at 8:30 a.m.)

REGISTRATION

To register for courses via e-mail, please send the following information to: mmanry@uh.edu

NAME	DEPARTMENT/COLLEGE
TITLE	E-MAIL ADDRESS
TELEPHONE NUMBER	

To register via telephone, please contact Lynne Manry at 713.743.9660. Seating for all courses is limited and on a first-serve basis. Attendees should specifically request which classes are preferred. Please note: Attending one course will not automatically register participants for the next course offered in sequence.

Continuing Professional Education credit is available for each course upon request.

Hotel parking tokens will be provided for off campus participants only i.e.: UH Downtown, UH Victoria, UH Clear Lake, and guests; and, will be handed out at the end of each class.

INFORMATION

If additional information regarding the UH Research Administration Certification Program is needed, please contact:

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