**Training Offerings – Research Administration for Departmental Staff**

**Academic Year 2025**

All sessions in autumn AY25 will be held via CarmenZoom. **You MUST register in BuckeyeLearn. Zoom links will be included as the location for each session in BuckeyeLearn.**

This event will be presented with automated closed captions. If you wish to request traditional CART services or other accommodations, please contact Karla Gengler-Nowak at gengler-nowak.1@osu.edu or 614-292-8077. Requests made 15 business days prior to the event will generally allow us to provide seamless access, but the university will make every effort to meet requests made after this date.

Dates and times below are subject to change – BuckeyeLearn will inform you of any updates.

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| **Date** | **Time** | **Title** | **Description** |
| 8/29/24 | 1:00-2:30 | The Research Enterprise at Ohio State and Working with PIs | Working with OSP, working with departmental and college partners, available resources, roles and responsibilities of this position and how they work with others, building an effective working relationship with faculty, managing competing interests of being a research facilitator and steward of public funds. Learn how research administration fits into the Enterprise Project and how to engage with faculty to ensure a smooth transition to Workday. |
| 9/9/24 | 2:00-3:00 | Conversations with Research Administration Leaders | Peter Mohler, Executive Vice President of Research, Innovation, and Knowledge, will be joined by Cynthia Carnes, Senior Associate Vice President for Research Operations; Deborah Hernandez, Associate Vice President for Strategic Research Development; and Kevin Taylor, Associate Vice president of Technology Commercialization, to discuss the research and knowledge enterprise at OSU and their vision for the future. They will also share updates on the research strategic plan and research infrastructure. |
| 9/24/24 | 9:00-10:30 | Budgeting on Sponsored Programs Proposals | Budgeting for sponsored programs, particular items of costs, OMB circulars, F&A rates and bases, benefit rates |
| 10/9/24 | 9:00-10:30 | Cost-sharing on Sponsored Programs | Review of how to budget cost-sharing in proposals, gain approval from the department and college, and book cost-sharing after an award is made |
| 10/24/2024 | 1:00-2:30 | Building Proposals 101 | Overview of the proposal process, from initiation to submission, covering the general steps through submission. We will discuss identifying the correct sponsor guidelines, internal policies, building the proposal, the review process, and best practices for the submission timeline of a standard submission. Both external and internal funding will be discussed. |
| 11/7/24 | 1:00-2:00 | Appointing Personnel Part 1 | In part 1 of our series on appointing personnel, we will discuss the the kinds of personnel that are appointed to grants, the different kinds of pay, fringe benefits, and how people show up in Workday. |
| 11/13/24 | 9:00-10:00 | Appointing Personnel Part 2 | In part 2 of our series on appointing personnel, we will review how to appoint people to grants in Workday. |
| 11/20/24 | 9:00-10:00 | Appointing Personnel Part 3 | In part 3 of our series on appointing personnel, we will discuss correcting appointments on grants in Workday. |
| 12/4/24 | 2:00-3:00 | Introduction to Office of Secure Research | Jim Giuliani, director of the Office of Secure Research, will introduce the office and its role in international research collaborations and engagement, promoting full transparency surrounding all interactions with industry and foreign entities, and the tools OSR offers to ensure that international engagements are compliant with federal requirements. Karly Taylor will also present. |
| 12/18/24 | 10:00-11:30 | An Overview of Compliance Issues in Sponsored Programs | Time and effort certification, common missteps in program management, recognizing red flags and handling appropriately and professionally |
| 1/8/25 | 9:00-10:00 | Graduate Fee Authorizations for Grants Managers | Learn what a graduate fee authorization is, the components of graduate student tuition, how to appoint graduate students to ensure their GFA is charged correctly, and how the reimbursement process works for non-resident fees. The interaction with grants will be emphasized. |
| 1/23/25 | 1:00-2:30 | Purchasing on Sponsored Programs | Differences and similarities of purchasing on sponsored programs vs. general funds, basic rules and regulations, human participants/petty cash, field work |
| 2/6/25 | 1:00-2:30 | Subawards | Planning for a subaward and working with subsites at every stage. Will cover subaward initiation, maintenance/monitoring, and closeout. Topics include determining if the proposed cost is a subaward or a vendor (or consultant), subaward proposal forms and budgets, creating/amending supplier contracts, invoice approvals, third-party cost-share, payments to foreign subrecipients, advance payments, and trouble-shooting common problems with subawards. |
| 2/11/25 | 9:30-11:00 | Paying Participants in Research | Learn the basics of paying people who choose to participate in research studies, from clinical trials to answering surveys. This session will cover the various methods of paying participants and offer considerations for choosing the most appropriate method for the study at hand. |
| 3/6/25 | 1:00-2:00 | Introduction to Entrepreneurship for Research Administrators | Please join us for a conversation with the Keenan Center for Entrepreneurship. Leaders from the Keenan Center discuss the educational support and operational resources available to researchers for bringing their technology from the lab to the market. They’ll talk about various pathways to commercialization, including when and why a pathway could include creating a new company. They will also discuss how the Keenan Center can supports researchers’ commercialization and startup efforts. |
| 3/19/25 | 1:00-2:30 | Managing Sponsored Programs Awards | Learn effective project management by understanding the electronic tools available and regular monitoring activities. |
| 4/1/25 | 2:00-3:00 | Introduction to the Office of Research Compliance | Bridget Carruthers and Kelsey Bowers will introduce the Office of Research Compliance, which holds responsibility for conflict of interest, research misconduct, human gene transfer, responsible conduct of research, and research data. |
| 5/7/25 | 10:00-11:00 | Introduction to the Office of Responsible Research Practices | Ellen Patricia, Director of the Office of Responsible Research Practices, will introduce her office’s mission supporting the ethics boards and helping the research community navigate requirements. Sandra Meadows will provide education and updates on human participants in research. |
| 5/14/25 | 10:00-11:00 | Open Science for Research Administrators | From public access policies to data management and sharing plans to clinical trial registries – the evolving policy landscape of modern research can be overwhelming to navigate. This presentation will provide research administrators with a bird’s eye view of how these requirements fit together as part of a global transition to open science. The presenters from University Libraries will also highlight the resources available to Ohio State researchers and their support teams. |