

To: All Principal Investigators and Faculty Involved in Sponsored Projects

From: Andrew Hamilton, Provost

Date: November 27, 2006

Re: ***Financial Administration of Sponsored Projects – Mandatory Training***

I am writing in follow-up of President Levin's recent communication regarding the financial administration of sponsored projects. In that letter, President Levin outlined a number of initiatives that will advance our shared commitment to conduct and administer sponsored research activities "with the utmost integrity, highest ethical standards and fullest regulatory compliance." One of those initiatives is a program of mandatory training for all faculty involved in sponsored research. The purpose of this memorandum is to provide you with additional information about the nature of this training and the means whereby you can fulfill the training requirement.

Subject Matter The training will focus on faculty roles and responsibilities that relate to the financial administration of sponsored research; topics of particular importance such as Allowability, Cost Transfers, and Effort Reporting; and recommended management practices for faculty involved with the financial administration of sponsored research.

Timing 10-15 in-person training sessions will be held from December to March of 2007. Information regarding specific dates and pre-registration procedures will be provided in a separate e-mail from the Office of Research Administration.

Online Quiz Subsequent to attending the training session, faculty will be required to take a brief, on-line quiz to confirm their understanding of the materials covered. Materials from the in-person training sessions will be available on-line for those who want to review the subject matter again before taking the quiz.

Requirements Attendance at one in-person training session and a passing grade on the on-line quiz will be required of all principal investigators and faculty involved sponsored projects. Those who fail to meet these requirements prior to June 30, 2007 will be unable to submit new grant applications until training is successfully completed.

The University takes great pride in the numerous achievements of researchers campus-wide and seeks to stimulate and support research efforts in a variety of ways. Providing investigators with the information necessary to meet the obligations that accompany sponsored research funding is an essential element of that support. I would like to thank you in advance for your participation in this training initiative. I hope that you will join me, the Office of Research Administration, and your faculty colleagues in pursuing additional improvements in our research administration programs.

Please do not hesitate to contact Andrew Rudczynski, Associate Vice President for Research Administration, if you have questions about this initiative.