Fundamentals of Research Administration
Syllabus
(Subject to change)

Week 1:
I. What is Research Administration?
II. What are the Research Administration offices at Downstate?
III. Meet the people behind the scenes
IV. Funding Opportunities – What are they, where are they and How to find them?
V. FOAs (RFPs, RFAs, Pas) – How to interpret them and what to look for
VI. Who is Eligible and How to Apply
VII. Deadline Dates – internal and external
VIII. The NOT – What is it and how to interpret them?

Week 2:
I. Determine the 4 W’s (Who, What, When & Where)
II. The Application – a glimpse into the SF424
III. Overview of other applications
IV. The Review – what does your Sponsored Project Associate (sPA) review? What are they looking for?
V. Internal requirements – what are they and why are they necessary?
VI. The Submission

Week 3:
I. What happens afterwards?
II. Scientific Review – what are the components and how is this done?
III. JIT stage – what is it and what’s required?
IV. The Notice of Award (NOA) – Congratulations!
V. Are there other rules & regulations?
VI. Reduction of funding – What does it mean and how to resolve?
VII. Other types of Award letters (Foundation letters, Fully executed contracts)
VIII. Setting up the account – Who does it? What’s required?

Week 4:
I. The Abstract – what does it mean? How to interpret it?
II. Are there subcontracts? What is required? Are compliance pieces in place (external & internal?)
III. How to access the money? What are the rules / guidelines/ requirements?
   a. Personnel:
      1. Hiring RF personnel?
      2. State S&F – the IFR process
   b. Other Than Personnel Costs (OTPS) – what are the policies for purchasing?
   c. Subcontracts – From issuance to invoicing
   d. Consultants
   e. Travel
IV. The Grant Manager – Who are they and what are they responsible for?
Week 5:
I. Budget Modifications: When is it required and what are the rules surrounding it?
II. The Progress Report – A glimpse into the RPPR
III. The Review – what does your Sponsored Project Associate (sPA) review?
IV. Internal Requirements – what’s required and why?
V. Effort Reporting – What is eCert and other reporting requirements
VI. Annual FFR – When is it applicable?
VII. Carryover Requests – When is it applicable and what does it mean?
VIII. NCEs – when is a NCE applicable and what are the rules surrounding these?

Week 6: Industry Clinical Trials
I. The Contract – pesky T&C
II. The responsibility of the PI in the review and acceptance of a CT
III. The Review – what does your Sponsored Project Associate (sPA) review?
IV. Preparation of the internal budget and review of sponsors budget
V. Review of PI and research staff effort
VI. Internal requirements – what is the process?
VII. PE and FE process; who signs and when?
VIII. Account setup

Week 7: Other Types of Agreements & Contracts
I. Review the Agreement matrix
II. Discuss what the responsibilities are of the offices involved
III. Discuss T&C of these other agreements

Week 8:
IV. Closeout rules and regulations – responsibilities of the PI and institution
V. Final Progress Report
VI. Final Invention Statement
VII. Final FFR
VIII. The responsibilities between RFC and campus RF

Week 9:
1. Huron Click – our new GMS
2. Expected Process changes with the new system
3. Advantages of Click
4. Current status of the system
5. Training
6. Timeline for going live