



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