

Georgia State University
 University Research Services & Administration
 P.O. Box 3999
 Atlanta, GA 30302-3999

Phone: 404-651-1866
 Fax: 404-654-5838
 E-mail: reopw@langate.gsu.edu

August 2006

To Register:
[CTRL + Click Here For Website](#)

Workshop Descriptions

18 GRANTS.GOV

Many federal agencies are now electronically submitting grants through *grants.gov*. This hands-on workshop will focus on how to download a grant application, complete the forms, and submit an application through *grants.gov*. Although relevant for other agencies, NIH submission will be emphasized. Researchers who are submitting an R03/R21/R13/R25 application (or R01 after February 1, 2007) to NIH are strongly encouraged to attend and will be able to complete part of their application in the workshop.

Target: Principle Investigators & Pre-award Support Staff

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 10:00a GRANTS.GOV	19
20	21 Fall Semester begins	22	23	24	25	26
27	28	29	30	31		

URSA Educational Programs

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Georgia State University

Workshop Descriptions

4 GUIDE TO INTERNAL GRANTS

URSA supports faculty research through a variety of internal grant programs. This workshop will review the guidelines for the programs and discuss ways to increase the chance of successfully obtaining funding. **Target: Tenure-track Faculty (especially those new to GSU)**

5 ENVIRONMENTAL PROTECTION AGENCY LABORATORY SAFETY

This session will cover proper procedures to protect individuals and instill an environment that is safe and conducive to productive research. **Target: Faculty & Laboratory Support Staff**

10 IRBwise: Electronic Submission of IRB Applications.

IRBwise is a new web-enabled IRB management and tracking system for submitting protocols to the IRB. This system is designed for on-line submission of human subject research applications, submitting and monitoring renewals, amendments, and adverse events as well as supporting documents (e.g. informed consent forms, surveys, questionnaires). This system allows investigators to submit information entirely online. Protocol information is stored in a secure database for tracking and management. Protocols are accessible to appropriate users only.

Target: Principle Investigators involving human subjects

13 GRANTS MANAGEMENT FOR PRINCIPLE INVESTIGATORS

This workshop will focus on how to smoothly administer a sponsored project at Georgia State University. Included will be an overview of the roles and responsibilities of PIs, guidance on how to comply with the rules and regulations for sponsored projects, and helpful tips on how to effectively and efficiently manage awards at Georgia State. While required for all new PIs, it is recommended for all grants-active faculty members. **Target: New Principle Investigators & their Support Staff**

18 INFO-ED 101

This workshop will teach you how to monitor and generate reports on your unit's proposals, submissions, and awards using the Info-Ed grants management system. **Target: Research Administrators.**

24 GRANTS MANAGEMENT FOR RESEARCH ADMINISTRATORS

This class is designed for anyone responsible for preparing or processing or approving charges to sponsored awards. It will cover major concepts in grants management such as Indirect Costs, Allowable vs. Unallowable Costs, Cost Sharing, Cost Transfers, Funding Types and Funding Sources to name a few. This session provides an overview of federal guidelines and ties them to GSU administrative procedures and processes established for fiscal grants management.

Target: Research Administrators

25 SPECTRUM TRAINING

These training sessions provide an excellent opportunity to learn how to track the budgets in your sponsored account, and what essential financial information is needed to effectively manage your grant. **Target: Research Administrators**

31 COS 101

COS offers web-access to the largest most comprehensive funding database online. Over 33 billion dollars is available to researchers in all disciplines including the humanities. This site also offers weekly updates of funding opportunities requested by the user. This fundamentals workshop will familiarize faculty/graduate students with the COS website and teach you how to search the database, set up funding alerts and create your own CV profile. **Target: Faculty & Graduate Students**

October 2006

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 2:30p GUIDE TO INTERNAL GRANTS	5 10:00a EPA LAB SAFETY	6	7
8	9	10 2:00p IRBwise	11	12	13 9:00a GRANTS MGMT for PIs	14
15	16	17	18 1:30p INFO-ED 101	19	20	21
22	23	24 9:00a GRANTS MGMT for RAs	25 1:00p SPECTRUM	26	27	28
29	30	31 2:00p COS 101				

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This session will cover proper procedures to protect individuals and instill an environment that is safe and conducive to productive research. **Target: Faculty & Laboratory Support Staff**

3 INTRODUCTION TO URSA

This overview of URSA will discuss how to (1) find external and internal funding for research; (2) prepare and submit grant proposals; (3) comply with the rules and regulations governing the use of human subjects, animals, and hazardous materials in research, as well as occupational and environmental health and safety; (4) maintain the highest levels of research integrity.

Target: Faculty New to Georgia State or New to Sponsored Research

9 INFO-ED 101

This workshop will teach you how to monitor and generate reports on your unit's proposals, submissions, and awards using the Info-Ed grants management system. **Target: Research Administrators**

14 GUIDE TO INTERNAL GRANTS

URSA supports faculty research through a variety of internal grant programs. This workshop will review the guidelines for the programs and discuss ways to increase the chance of successfully obtaining funding. **Target: Tenure-track Faculty (especially those new to GSU)**

28 SPONSORED PROGRAMS ADMINISTRATIVE POLICIES & PROCEDURES

This session will cover internal procedures and processes. This will include procedures and processes for proposals, amendments, revisions, new awards, continuations, progress and final reports, , etc. There will be an overview of major aspects of budget preparation, including direct costs, cost sharing, indirect (F&A) costs. The roles and responsibilities of faculty, departmental administrators and business officers in the processing of a proposal and/or award will also be discussed. **Target: Research Administrators**

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November 2006

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 10:00a EPA LAB SAFETY	3 9:00a INTRO TO URSA	4
5	6	7	8	9 10:00a INFO-ED 101	10	11
12	13	14 2:30p GUIDE TO INTERNAL GRANTS	15	16	17	18
19	20	21	22	23 THANKSGIVING	24	25
26	27	28 1:00p SPONSORED PROGRAMS	29 2:00p COS 101	30		

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December 2006

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3	4	5	6	7 10:00a EPA LAB SAFETY	8	9
10	11	12 1:00p GRANTS.GOV	13	14	15	16
17	18 SEMESTER BREAK	19	20	21	22	23
24	25 CHRISTMAS	26	27	28	29	30
31						