

ORSP PROFESSIONAL DEVELOPMENT SESSIONS Fall 2010

All sessions will last less than one hour, except for the PeopleSoft Grant Reports and Queries which will be no more than one and a half hours and the Responsible Conduct of Research training which will be two one and a half hour sessions. Please register on SharePoint for the sessions you would like to attend. See below for registration instructions. Continue to check the Research SharePoint site for any changes or additions to the schedule.

DATE	TIME	LOCATION	TOPIC	DESCRIPTION
Tuesday, September 14th	10 am	ED 222	Routing Form & other SharePoint forms	Come see a demonstration of the electronic routing form for approvals prior to proposal submission to the sponsor. The other Office of Research SharePoint forms will be discussed if time permits and there is interest.
Wednesday, September 29th	10 am	SC 2062	PeopleSoft Grant Reports and Queries	This session will get you started using the PeopleSoft Reports and Queries to monitor your grant spending. This is a hands-on class!
Thursday, October 21st	10 am	MH 217	Budget Preparation	Are you frustrated with your PeopleSoft budget not matching your proposal budget? Come hear how to best assist ORSP with converting your proposal budget into a PeopleSoft budget.
Wednesday, November 3rd	10 am	KH 219	Closeout	Come hear what is needed to be done once the project is complete.
Tuesday, November 16th	10 am	MATH 122	Responsible Conduct of Research, Part I	Attendance at both Parts I and II are necessary in order to meet the new training requirement on Responsible Conduct of Research. The training can also be completed on-line. If you are a PI or are receiving funds from an National Science Foundation or U.S. Department of Health and Human Services (which includes the National Institute of Health) project, you must complete this training prior to submitting paperwork for payment (salary, stipend, etc.).
Thursday, November 18th	10 am	MATH 122	Responsible Conduct of Research, Part II	Attendance at both Parts I and II are necessary in order to meet the new training requirement on Responsible Conduct of Research.
Thursday, December 9th	10 am	ED 202	Subcontract Process	If you have subcontracts or you anticipate needing subcontracts on your funded awards, you need to attend this session!

*The above schedule is subject to change.

Registration Instructions: 1). Go to the Research SharePoint site; 2). Click on Training; 3). Click on Professional Development Registrations (link to training registrations - <https://sharepoint.uno.edu/research/training/Lists/Professional%20Development%20Registrations> 4). Click New on the menu bar just under the Professional Development Registration title. 5). Click Add a New Item; 6). Complete the requested data - use the drop-down arrow for the session; 7). Click OK.