

## ORSP PROFESSIONAL DEVELOPMENT SESSIONS Spring 2010

All sessions will last less than one hour. 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
<b>Thursday, January 28<sup>th</sup></b>	10 am	KH 221	Routing Form	Come see a demonstration of the new electronic routing form for approvals prior to proposal submission to the sponsor. The paper form will not be accepted!
<b>Wednesday, February 3<sup>rd</sup></b>	10 am	SC 2062	PeopleSoft Grant Reports and Queries	This session will get you started using the new PeopleSoft Reports and Queries to monitor your grant spending. This is a hands-on class!
<b>Tuesday, February 9<sup>th</sup></b>	10 am	MATH 118	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.
<b>Friday, February 26<sup>th</sup></b>	10 am	MH 264	Subcontract Process	If you have subcontracts or you anticipate needing subcontracts on your funded awards, you need to attend this session to hear what needs to be done to stay compliant with the subcontract terms.
<b>Wednesday, March 3<sup>rd</sup></b>	10 am	ENG 317	Routing Form	Come see a demonstration of the new electronic routing form for approvals prior to proposal submission to the sponsor. The paper form will not be accepted!
<b>Friday, March 19<sup>th</sup></b>	10 am	ED 203	PeopleSoft Milestones	The new PeopleSoft allows for automatic email notifications for upcoming due dates on reports, approvals, etc. Come hear what you need to do with the emails.
<b>Thursday, March 25<sup>th</sup></b>	10 am	LA 212	Audit Survival	Do you feel lost or frustrated when an auditor calls you? Come hear how to prepare for an audit, what to expect from an audit, and how to survive an audit.
<b>Tuesday, April 6<sup>th</sup></b>	10 am	KH 221	Closeout	Come hear what is needed to be done once the project is complete.
<b>Thursday, April 22<sup>nd</sup></b>	2 pm	SC 2062	PeopleSoft Grant Reports and Queries	This session will get you started using the new PeopleSoft Reports and Queries to monitor your grant spending. This is a hands-on class!
<b>Monday, April 26<sup>th</sup></b>	10 am	MH 215	Research Jeopardy	Test your knowledge of research monitoring and spending by playing Jeopardy. You will be playing for Hershey Kisses and a thumb drive!
<b>Tuesday, May 11<sup>th</sup></b>	10 am	ED 224	Advanced Project ID	Do you have the problem of receiving the executed contract weeks or months after your project start date? If yes, come to this session to hear how you can get a speed key to start your project before receiving the executed contract or official grant notice.

\*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.