RAFT Foundations Fall 2020 Cohort Syllabus

Program Requirements

- **Attendance** – 100% attendance is expected in order to successfully complete the program. We understand that life events come up and will try to accommodate in those rare cases. If you are unable to attend a session, please contact Ronda Mitchell, Grants Training Manager, at rmitchell@ufl.edu to arrange a way to make up the missed content. Attendance format is expected to be virtual at this time.

- **Courses** – Courses will be offered in a blended learning format including both online (OLT) and virtual meetings/workshops. Previous completions of the online courses will be honored.

- **Assessments** – Completion of a pre-assessment is required in the first week of the program. In addition, completion of a final assessment is required at the end of the program. The purpose of the final assessment is to measure your learning and gauge the effectiveness of the RAFT Foundations Cohort.

- **Late Arrival** –If you join any virtual meeting/workshop more than 20 or more minutes late, you will not be permitted to join the session already in progress.

Program Sequence

1. Kick-off Meeting

   At our first session:

   - We will have a chance to get to know each other and network

   - We will hear from research leaders

   - A brief overview of the RAFT program and it's requirements will be conducted

   - You will receive your assigned projects and teams

   - We will participate in an engaging, interactive and fun team-building activity

2. Online post requisite: RSH100 Sponsored Projects Overview

3. RSH201 Finding Sponsored Funding & Limited Opportunities

   This session will identify sources of funding opportunities, describe UF processes for limited submission programs, and identify resources available for supporting large proposals.

   Session Objectives:
   After completing this session, you will be able to:
   - Identify sources of funding opportunities
   - Describe UF processes for limited submission programs
   - Identify resources available for supporting large proposals

4. Project Workday

    This session will allow participants concentrated time to work together on their projects. This session will also provide opportunity for participants to continue to get to know one another and build community.

5. RSH279 UFIRST Introduction

    This course serves as the introduction to the University of Florida Integrated Research Support Tool (UFIRST) and is the first of the UFIRST course series.

    Session Objectives:
    After completing this session, you will be able to:
    - Locate and edit your profile information
    - Define and locate security roles
    - Successfully navigate the system
    - Locate records and relevant data

6. RSH202 Solicitation Review & Proposal Development

    In this session, we will discuss how to review a funding opportunity and identify the most important aspects to consider. We will also cover the process of developing a proposal that is compliant and appropriate for the specific opportunity.

    Session Objectives:
    After completing this session, you will be able to:
    - Read an RFP and ensure a proposal is developed in compliance with the RFP
    - Describe UF policies for research proposals
    - Describe UF processes for routing proposals

7. RSH203 Budget Development

    This session will focus on the development of a budget compliant with sponsor, University and federal guidelines. It also covers the most important questions that need to be considered when creating a budget.

    Session Objectives:
    After completing this session, you will be able to:
    - Describe the reasons for understanding the scope of work
    - List major budget categories
    - Identify where to find costing limits
    - Understand salary admin plans and fringe benefit applications
    - Understand how to apply effort fundamentals and costing principles to budget development
    - Understand how to apply F&A correctly
    - Understand what constitutes cost sharing

8. RSH204 Non-Fiscal Compliance

This session will introduce the broad field of research compliance. We will discuss the major areas of compliance such as research involving export controls, human and vertebrate animal subjects, recombinant DNA, biohazards, and radioactive materials. We will also look at the role of the sponsored programs administrator in facilitating compliance and supporting the conduct of research.

Session Objectives:
- After completing this session, you will be able to:
- Describe the major areas of research compliance
- Identify the various UF offices responsible for supporting compliance
- Describe the roles and responsibilities of the research administrator in facilitating compliance

9. All Things PreAward Workshop

This session will allow participants to review content covered to date and work together on active PreAward projects. This session will also provide opportunity for participants to continue to get to know one another and build community.

10. Special Engagement with Faculty/Research Project

This session will depart from the typical functional training and provide an opportunity for the members to engage in a different way. Offering could include panel discussion, virtual lab tour or professional development session, etc.

Details forthcoming.

11. RSH260 Cost Principles

This session explains the principles of allowable costs, the distinction between direct and indirect costs, and the need for consistent treatment of costs.

Session Objectives:
After completing this session, you will be able to:
- Describe activities that can and cannot be charged to sponsored programs
- Identify the cost principles
- Identify methods for proper allocation of salary and non-salary costs

12. Online prerequisite: RSH220 Effort Fundamentals

13. RSH207 Effort Advanced Topics

This session provides a "deep dive" into the most important concepts related to effort, including effort commitments and cost sharing. We will also discuss managing effort throughout the life of a sponsored project. Finally, we will explore a variety of case studies and practical examples.

Session Objectives:

After completing this session, you will be able to:

- Understand relationship between effort and salary
- Describe the lifecycle of a commitment
- Describe the importance of effort certification

14. Online post requisite: RSH230 Effort Management

15. Project Workday

This session will allow participants concentrated time to work together on their projects. This session will also provide opportunity for participants to continue to get to know one another and build community.

16. PST130 Reconciliation

This session will introduce the myUFL Monthly Financial Reports (MFRs) and University requirements for performing monthly reconciliations. Monthly reconciliations are required as a KEY internal control to ensure we are good stewards of the University's monies and that the myUFL financial information is accurate for external reporting.

Session Objectives:

- After completing this session, you will be able to:
- Review the basics of Fund Accounting at UF
- Explain why the monthly reconciliation process is a key internal control and who is involved in the process
- Walk thought each step of the reconciliation process and discover the key components for each step
- Explore the myUFL screens that are used for the monthly reconciliation
- Identify the critical points to check during the monthly reconciliation

17. RSH208 Post-Award Management & Monitoring Best Practices

This session will focus on the processes and policies related to managing, monitoring and closing out a sponsored project.

Session Objectives:

After completing this session, you will be able to:

- Manage the post-award life cycle using federal, state, sponsor and UF guidelines
- Successfully monitor expenditures
- Navigate budget revisions
- Accurately capture cost sharing

- Complete the close out process

18. <u>All Things PostAward Workshop</u>

This session will allow participants to review content covered to date and work together on active PostAward projects. This session will also provide opportunity for participants to continue to get to know one another and build community.

19. <u>RSH215 Reporting</u>

In this session, we will explore additional reports you can use to locate important data and attain insight for sponsored projects. In addition, information is provided regarding the status of the RAFT transformation and the future of research administration support at UF. If time allows, you will also use this time to finish up your project work in preparation for the next week's presentation.

Session Objectives:

After completing this session, you will be able to:
- Navigate the Enterprise Analytics environment
- Run multiple EA reports necessary for effective project reporting

20. <u>Project delivery, Graduation and Celebration</u>

Member teams will present their projects, receive their certificates and celebrate their RAFT certification accomplishment. Instructors are encouraged to attend.

Note: GBAS events may be added to this schedule once confirmed.