

Spring 2020

## Research Administration and Financials Training (RAFT) Foundations Cohort Application



Thank you for your interest in the UF Research Administration and Financials Training (RAFT) Foundations Cohort. This intensive program is designed for sponsored programs administrators with one year of experience or less. The RAFT Foundations Cohort is a twenty-one-session, blended format series that provides a thorough introduction to all aspects of sponsored programs management at UF and encourages the growth of the UF research support community. Participants who successfully complete the series are awarded a certificate of completion. The cohort series will begin in January with sessions continuing into May.

Consideration for the RAFT Foundations Cohort is subject to a very competitive application process. Application acceptance is based on consideration of several aspects. Some example aspects include breadth of responsibilities, number of expected missed sessions, balanced college representation, number of individual college applications, and program capacity.

### Program components include:

- **Online and instructor-led classes** – program schedule included at end of application.
- **Kickoff event** – cohort members meet for the first time, learn more about the details of the program, get to meet sponsors and former cohort members, begin project discussions and participate in a team building activity.
- **Special Session** – cohort members get the opportunity to visit an area on campus conducting world-changing research, meet the researchers, get to learn about the research being conducted and how their skills as research and sponsored programs administrators help support those activities.
- **Project Delivery** – members will be grouped into project teams where they will determine a topic of need/concern in the research or sponsored programs environment that they will then develop a resource to address or improve. Prior projects have included checklists, process enhancements, spreadsheets, etc.
- **Graduation Day** – all members will present their projects and deliverables and receive individualized certificates of successful program completion.

Due to the level of interest in the RAFT Foundations Cohort, you must be able to attend program sessions to be considered. Additionally, you must receive permission to attend sessions and have the full support of your supervisor to enroll in the program.

Choose one:

- I plan to attend all sessions of the Spring 2020 RAFT Foundations Cohort program.
- I plan to attend all sessions of the Spring 2020 RAFT Foundations Cohort program, except for the following:

List the sessions you know now that you will miss and the purpose/reason you will miss:

The following section is for your supervisor to complete:

I recommend and fully support \_\_\_\_\_ to attend the Spring 2020 RAFT Foundations Cohort program. I agree that appropriate time will be allotted for his/her full participation in the program. I agree to receiving updates from him/her regarding what he/she is learning throughout the program and participating in a follow up survey from program sponsors on the impact of my employee's participation in the program has had on my unit.

Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor Digital Signature: \_\_\_\_\_

The following section is for you to complete:

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

UF Department or Division: \_\_\_\_\_

Email: \_\_\_\_\_

How many months of experience do you have in managing sponsored programs? \_\_\_\_\_

**Briefly** describe your responsibilities related to grants or sponsored programs at UF.

What do you hope to gain by participating in the RAFT Cohort?

Complete this application and email it to Ronda Mitchell ([rmitchell@ufl.edu](mailto:rmitchell@ufl.edu)) by EOB January 10, 2020. Subject line must contain Spring 2020 RAFT Cohort. Late applications will not be considered.

## Spring 2020 RAFT Foundations Cohort Schedule

<b>Session</b>	<b>Date</b>	
1 – Kickoff Meeting	Monday, Jan 27	1:30 – 4:00
2 – RSH100 Sponsored Projects Overview	Online	Post-req to Kickoff
3 – RSH201 Finding Funding & Limited Opportunities	Online	Expected completion week of 2/3/20
3a – Project Workday	Thursday, Feb 6	9:00 – 12:00
4 – RSH279 UFIRST Introduction	Online	Expected completion week of 2/10/20
5 – RSH202 Solicitation Review & Proposal Development	Online	Expected completion week of 2/10/20
6 – RSH203 Budget Development	Tuesday, Feb 18	1:30 – 4:30 (unconfirmed)
7 – UF Wide Sponsored Projects Workshop	Tuesday, Feb 25	TBD
8 – RSH204 Non-Fiscal Compliance	Online	Expected completion week of 3/3/19
9 – FACE to FACE: All things PreAward	Tuesday, Mar 10	1:30 – 4:30
10 – Special Session	Tuesday, Mar 17	2:30 – 4:30 (unconfirmed)
11 – RSH260 Cost Principles	Online	Expected completion week of 3/23/20
12 – RSH220 Effort Fundamentals	Online	Pre-req to RSH207 (unconfirmed)
13 – RSH207 Effort Advanced Topics	Tuesday, Mar 31	2:30 – 4:30 (unconfirmed)
14 – RSH230 Effort Management	Online	Post-req to RSH207 (unconfirmed)
14a – Project Workday	Thursday, Apr 2	1:30 – 4:30
15 – PST130 Reconciliation	Online	Expected completion week of 4/6/20
16 – RSH208 Post-Award Best Practices	Online	Expected completion week of 4/13/20
17 – FACE to FACE: All Things PostAward	Monday, Apr 20	1:30 – 4:30
18 – RSH215 Reporting	Tuesday, Apr 28	2:30 – 4:30 (unconfirmed)
19 – Project Delivery, Graduation & Celebration	Tuesday, May 5	2:00 – 4:30