

RAFT Fall 2018 Cohort Syllabus

Program Requirements

- **Attendance** – 100% attendance is required 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.
- **Online Courses** – Completion of four online courses (RSH100, RSH260, RSH220, RSH230) is required as part of this program. These courses are assigned as pre or post-work for specific sessions and outlined below. 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 Cohort.
- **Late Arrival** – Please try to arrive early for class. If you arrive 20 or more minutes late to classes held in the HR Building, you will not be permitted to join the class already in progress.

Program Sequence

1. Kick-off Meeting – All invited

At our first meeting:

- 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 its requirements will be conducted
- You will receive your assigned projects and teams
- We will participate in an engaging, interactive and fun team-building activity

Online assignment following: RSH100 Sponsored Projects Overview

2. Finding Sponsored Funding & Limited Opportunities – Maura Pedersen

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

3. Solicitation Review & Proposal Development – Sarah Lardizabal & Marah Berry

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

4. Budget Development – Sarah Lardizabal & Marah Berry

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 having an understanding of 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

5. Awards: Negotiation and Setup – Devin Perry and Cassandra Farley

This session will cover the process after proposal submission through to the release of spending in the University's accounting system.

Session Objectives:

After completing this session, you will be able to:

- Describe the elements of an award
- Understand terms and conditions acceptable to the University
- Identify the requirements necessary for an award to be released
- Describe important elements to identify in review of an NOA and award
- Understand the relationship between a project and an award
- Describe the function and differences between an NOA and budget release
- Understand different billing methods

6. Non-Fiscal Compliance – Mike Mahoney and Terra DuBois

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

7. Special Session – TBD

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, lab tour or professional development session, etc.

Details forthcoming.

8. Cost Principles Advanced Topics – Cassandra Farley

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

Online prerequisite: RSH260 Cost Principles

9. Effort Advanced Topics – Stephanie Gray and Tiffany Schmidt

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

Online prerequisite: RSH220 Effort Fundamentals

Online assignment following: RSH230 Effort Management

10. Post-Award Overview – Terry Moore and Cassandra Farley

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

Session Objectives:

After completing this session, you will be able to:

- Describe how to initiate project costs
- Apply the cost principles to charging costs
- Work with Facilities and Administrative (F&A) costs
- Describe the importance of reviewing and monitoring expenditures
- Identify the process of closing out an award

11. Post-Award Best Practices – Conroy Smith, Ronda Breton & Terry Moore

This session will focus on best practices and tools used in initiating, managing and closing out a sponsored project.

Session Objectives:

After completing this session, you will be able to:

- Identify tools used in monitoring and reconciling project costs
- Run reports necessary for effective project management

12. Reporting and Promo of coming changes to the RAFT program – Lisa Stroud, Stephanie Gray and Tiffany Schmidt

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.

13. Graduation and Celebration

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