UNIVERSITY OF HOUSTON
Research Administration Certification Program (RACP)

What is RACP?   The Research Administration Certification Program (RACP) is a training program sponsored by the Division of Research (DOR) for University of Houston (UH) faculty and staff. It is designed to disseminate comprehensive instruction/information pertinent to research administration at UH. The participant will be exposed to electronic tools that will assist faculty in obtaining and managing their research projects.   These tools include Community of Science, Research Administration Management Portal (RAMP), Cayuse, NSF Fastlane, Grants.gov, to name a few.

Why do I need to sign up for this program?   RACP is a training program required by DOR for all <u>staff currently performing financial and administrative duties related to funded research projects</u>. Administrators and faculty wanting to enhance one's knowledge in research administration and related topics are welcome to attend *any* or *all* of these courses and may be certified as having completed the training program if the requirements are met.

What are the requirements?   IN ORDER TO OBTAIN CERTIFICATION, participants must:

- attend all courses; this includes nine (9) required courses listed below; optional courses from NCURA webtv/DVD broadcasts which the Division of Research will present can be used for making up missed classes. A participant may not miss more than 3 classes.

- maintain an average of 70% or better on all administered tests or assignments

- sign in and out so that full attendance is recorded; anyone arriving more than 15 minutes after the start of class will be counted as absent.

What is the time commitment?   Each of the 9 courses will be presented monthly in a classroom atmosphere for 2 ½ hours which includes a 10 minute break and a short period for participant questions and discussion.

What resources will be provided?   Resources include PowerPoint presentations from the 9 courses, general information, policies and procedures, and/or exercises/tests pertaining to the course and will be provided electronically prior to each course. There will be no paper documents handed out during class. Documents will be provided via email prior to class and participants can print the presentations if they so desire.   Participants will be asked to complete course evaluations for each course.   These comments are vital to the continuous improvement of this program.

How do I register for this program?   To register via e-mail, please send the following information to: mmanry@uh.edu :   NAME, DEPARTMENT/COLLEGE, TITLE, E-MAIL ADDRESS, TELEPHONE NUMBER

To register via telephone, please contact Lynne Manry at 713.743.9660. Seating for all courses is limited and on a first-come basis. **Continuing Professional Education** (CPE) credit is available for each course upon request.

How do I keep current with new requirements and regulations?   Courses will be announced to those who have attended RACP in the past to provide updated information. In addition, the Division of Research has several listservs that participants may be interested in joining to receive update information. How to join the listservs will be provided during the classes.

Where can I get additional information?
Lynne Manry, 713/743-9660, mmanry@uh.edu   Anne Sherman, 713/743-9240, acsherman@uh.edu
Beverly Rymer, 713/743-5773, brymer@uh.edu

REQUIRED COURSES

1. *The Academic Research Environment*

It is important to understand the roles of the different players in the research process at an academic/research institution. This course will describe the roles of faculty, staff and subrecipients and the code of conduct that should be followed when performing a sponsored project. Various tools available to the faculty and staff to administer and perform the project will be illustrated.

Date & Time:	Tuesday, September 13, 2011 9:00 a.m. – 11:30 a.m.
	(Registration starts at 8:30 a.m.)
Location:	Rockwell Room, MD Anderson Library

2. *Overview – Sponsored Projects*

This course will provide a general overview of the entire process of the administration of a funded research project from proposal to closeout. Topics such as proposal preparation, sponsor response, and project performance, and monitoring will be described in general.

Date & Time:	Tuesday, October 11, 2011 9:00 a.m. – 11:30 a.m.
	(Registration starts at 8:30 a.m.)
Location:	Rockwell Room, MD Anderson Library

3. *Proposal Preparation and Processing*

Detailed information regarding the proposal process and how the participants can assist their faculty in this process will be discussed.   Most proposals today are submitted to the sponsor electronically using various tools which will be described. Budget development is a very important aspect of a proposal that can facilitate a successful project. How can staff help their faculty with budget development? This will be answered.

Date & Time:	Tuesday, November 8, 2011 9:00 a.m. – 11:30 a.m.
	(Registration starts at 8:30 a.m.)
Location:	Rockwell Room, MD Anderson Library

4. *Award Acceptance and Project Set-Up*

Sponsored project awards are accepted by the University of Houston on behalf of the Principal Investigator. Negotiation of the award and award set up will be addressed in this session.

Date & Time:	Tuesday, December 13, 2011 9:00 a.m. – 11:30 a.m.
	(Registration starts at 8:30 a.m.)
Location:	Rockwell Room, MD Anderson Library

5. Sponsored Project Cost Center Management / Export Control

How to manage the financial aspects of your sponsored project cost centers will be discussed. Reconciling sponsored project cost centers will be demonstrated and tools provided. Also, invoicing, sponsor payments and closeout will be discussed.

Date & Time: Tuesday, January 10, 2012   9:00 a.m. – 11:30 a.m.
                                 (Registration starts at 8:30 a.m.)
Location: Rockwell Room, MD Anderson Library

6. Project Management: Managing Project Costs/Subrecipient Monitoring / Export Control

The responsibility for managing project costs falls on the Principal Investigator; but, the support staff assists the PI with this very important task. Sponsor funds must be spent such that the State/university/sponsor policies and procedures are followed. OMB Circular A-21, which establishes principles for determining costs applicable to grants will be highlighted. How do we keep up with all these rules and regulations…..?? How do we monitor our subrecipients? In addition, some sponsored agreements come to UH with export control regulations. These will be described and illustrated as to how you can manage the requirements and assist your faculty.

Date & Time: Tuesday, February 14, 2012   9:00 a.m. – 11:30 a.m.
                                 (Registration starts at 8:30 a.m.)
Location: Rockwell Room, MD Anderson Library

7. Project Management: Administrative Issues and Financial Reporting

Topics such as program income, cost transfers, reporting, property reports, retention of records and audit will be discussed during this session. OMB Circular A-110, which establishes the uniform administrative requirements for sponsored funds will be highlighted during this session.

Date & Time: Tuesday, March 6, 2012   9:00 a.m. – 11:30 a.m.
                                 (Registration starts at 8:30 a.m.)
Location: Rockwell Room, MD Anderson Library

8. Compliance Issues

UH is dedicated to responsible and ethical conduct of research and stewardship of sponsor funding. Our commitment is reflected in many of our policies and procedures, which serve the dual purpose of expressing UH's core values and promoting our conformance to applicable laws and regulations. It is important for the UH community to be aware of these policies and procedures, and for individuals and organizations outside our community to know of our dedication to responsible and ethical practices and conduct. This session will describe UH's various compliance programs including but not limited to use of human subjects and animals in research, conflict of interest, responsible conduct in research, etc.

Date & Time: Tuesday, April 12, 2012   9:00 a.m. – 11:30 a.m.
                                 (Registration starts at 8:30 a.m.)
Location: Rockwell Room, MD Anderson Library

9. *Effort Reporting/10 Essential Things a Research Administrator Needs to Know*

Effort reporting is a significant part of the research administration process because the majority of the costs charged to a sponsor are usually personnel costs. The requirement and process for effort reporting will be discussed. In addition, you will be provided a listing of the ten most important things you need to know to do your job successfully. Each will be discussed.

Date & Time: Tuesday, May 10, 2012   9:00 a.m. – 11:30 a.m.
                                   (Registration starts at 8:30 a.m.)
Location: Rockwell Room, MD Anderson Library

OTHER DOR EDUCATION / WORKSHOPS / SEMINARS

Ongoing Education/Meetings by DOR

- RAMP, Upon Request, Location of your choice
- RD2K, Upon Request, Location of your choice
- Cayuse, NSF Fastlane, NIH eRA Commons, Other Sponsors, Upon Request, Location of your choice
- Pre-award Meetings, Monthly
- College RA Meetings, Monthly

Other Training/Workshops Planned for Fall, 2012

- Faculty Webinars, NSF, NIH, Other Sponsors, etc.
- Proposal Writing Workshop, presented by UH faculty
- Cluster Focused Seminars for Faculty