

Sponsored Programs Education and Certification Sessions (SPECS)

The Office of Sponsored Programs (OSPA) and Sponsored Program Accounting (SPA) are excited to provide a certification training program for ISU administrative and support staff that will include a full range of sponsored projects topics. We will cover important aspects of the pre-award and post-award process, as well as other relevant topics including a brief history of sponsored projects at ISU, research compliance, technology transfer, and other topics that will be presented by the experts at ISU in these fields. The course will meet every other week for a total of 10 2.5-hour meetings (5 to be held this Spring semester and the final 5 to be held in the Fall of 2007).

Each participant will benefit not only from the information presented at these sessions, but each will also receive informational documents and copies of the presentations, which may be printed for later reference. In addition, the information will be available through WebCT and SPA topics will be required as preparatory reading for their portion of each session.

Throughout the course short quizzes will be required to help you reach a mastery level on each of the subjects presented. You will be able to re-take any quiz as often as necessary to reach a proficiency level. There will also be a final cumulative test at the end. Once all levels have been mastered and the final exam is passed, you will receive a certificate documenting your successful completion of this course. Attendance is essential for all participants.

The format of the class will provide for interaction with both SPA and OSPA staff, as well as our invited campus experts. Information that is necessary for your daily jobs will be presented in detail, while other topics will be for overall informational purposes. It is our belief that knowledge of a subject in a vacuum is not complete and we hope to provide you with a bigger picture of the role you play in successful sponsored projects at ISU.

Please come join us for this inaugural project. We will continue to offer this course yearly, but this first year we will only be able to allow the first 100 to attend. If you have any questions, please contact Troy Nichols at 294-8945 or Diane Meyer at 294-4567.

WHO SHOULD ATTEND? All administrative staff who provide support to Principal Investigators/
Project Directors with sponsored project funding

WHEN: Tuesday, February 20, 2007, 8:30-10:50 (and every other Tuesday for 5 Spring Sessions)

WHERE: National Swine and Research Information Center, Room 1131

REGISTER: Login to AccessPlus and select HRS Training under the Employee tab. Enroll in the SPECS program under the Courses link.

Refreshments will be served.