

Introduction to Sponsored Research Class- \$100 Fee
 Registration Form
 Friday, February 23, 2007
 Laurel Heights Regents Room 8:30am-12:00pm

Please complete the following information:

Name:	Date:
Department:	Fund/Account #:
Job Title:	Supervisor:
Email:	Supervisor's Phone:
Phone:	Supervisor's Signature:
Box:	

Return this form to:
 Jennifer Knowles
 jennifer.knowles@ucsf.edu
 3333 California Street, Ste. 320, Box 0962
 Fax: 514-3995, Phone: 502-7247

****The class has limited space. We will contact you to confirm your enrollment.**

<i>Please list the amount of experience (mos, yrs) that you have in the following areas:</i>
UCSF Research Administration:
Research Administration Outside of UCSF:
Pre-Award:
Post Award:
<i>What are your current job responsibilities?</i>
<i>Have you taken the Intro to Contracts and Grants Class?</i>

The Introduction to Sponsored Research class is a basic class that is designed for staff members new to research administration. This class replaces the previously taught Introduction to Contracts and Grants class, and is designed to provide basic research fundamentals, as well as resources to enable research administrators to be successful.

Course topics include:

- Roles as Research Administrators
- OSR Overview
- Finding Sponsored Funding
- Preparing a Proposal (the largest component of the class, which includes: Terminology, Components of a Proposal, Budget, OMB Circulars, OSR Approval Form)
- Submitting a Proposal
- Overview of OSR Post Award Activities