NEW RESOURCES FOR DEPARTMENT RESEARCH ADMINISTRATORS:

NEW and/or SEASONED DEPT. LIAISON(S):
Available as individual and/or group session
Session could be individualized to Departmental CG need(s).
Introductory and/or refresher training on the topics such as:
- Sponsored Projects Office (SPO) Internal processes & procedures including what to submit to SPO for review at proposal, award, post-award and closeout stage.
- Review of forms required by SPO
- Review of communication expectations between SPO and Admin. Dept. and the roles of each within Research Administration
- Coordinate resources as needed for Departmental success in working with SPO

DEPARTMENTAL NEED:
Provide coordinated resources for department to strengthen and/or improve internal procedures to improve efficiency and streamlining
Examples include but not limited to:
- Review of closeout responsibilities for Dept./PI and maintaining records
- Identifying resources on NIH/NSF proposal submission
- Understanding award synopsis and award documents
- What information to obtain from PI to facilitate proposal documents before sending to SPO for review & submission

BROWN BAG LUNCH SESSIONS:
Session/Topic information will be disseminated via CG Link. Sessions to be offered in OR Conference Room. Suggestions for topics welcomed.

CG LINK:
CG Link is an electronic listserv established by the Office of Research to facilitate communication among UCSB staff involved with administering contracts and grants.

TO SIGN UP/SCHEDULE ANY RESOURCES ABOVE:
Contact Hilda Vasquez
SPO Officer & Research Administration Trainer/ Officer
Email: vasquez@research.ucsb.edu or Phone: (805) 893-7360

Upcoming Events
Research Administrators Workshop:
Monday, April 27, 2015
9am-4pm
Registration Required via UC HR Learning Center

CG Liaison Meeting:
Tentative - CG Link with details forthcoming

STAR Courses Schedule:
http://www.research.ucsb.edu/spo/contracts-and-grants-liaison-resources/star-class-schedule/

IMPORTANT REMINDER:
SIGN-UP CG LINK
https://listserv.ucsb.edu/lsv-cgi-bin/wa?SUBED1=cglink&A=1