**Introduction**

Welcome to Sponsored Programs! Our new employee training manual has gone digital. We hope you find this information useful, both as you learn how to work effectively in SP, but also as a useful resource.

The sections are divided by topic. Generally, the training follows the order in the manual, but you may skip around if learning opportunities present themselves or if you find a particular topic of interest. You are, of course, free to print any information you wish. You can work through the orientation manual at your own pace.

Let’s get started!

**Introduction**

**Login Information:**

**Printer:**

**Phone:**

**Office Orientation:**

**Picture ID:**

**Confidentiality Agreement:**

**Supplies:**

**Get to know your way around!** Link to campus map

**Trainings**

Please complete the following certifications and trainings within the first month of your employment.

* CITI training and certification (human subjects and conflict of interest).
* Required Employee Training.

**Meetings**

List of meetings with people within the team

**New Employee Training Manual**

|  |  |
| --- | --- |
|  | **Location** |
| **Section 1**  | **Mission and History** |
| Mission Statement |  |
| Our Founder |  |
| Museum of Osteopathic Medicine |  |
| **Section 2** | **SP Orientation** |
| What, Why, How of SP |  |
| SP Org Chart |  |
| Office Orientation |  |
| Map of Arizona Campus |  |
| Google Overview |  |
| RGIS Phone List |  |
| SP Deadlines |  |
| RGIS Out of Office |  |
| Grant Administration & Post Award Matrix of Responsibility |  |
| **Section 3** | **Pre-Award** |
|  **Section 3-1** | **Job Description, Quality Assurance Feedback, & Performance Evaluation** |
| Job Description |  |
| 90-day Prop Dev Specialist Eval |  |
| ATSU Employee Handbook |  |
| Revised QA Peer Review Presentation |  |
| Do QA Form |  |
| Don’t QA Form |  |
| QA Feedback Form |  |
|  **Section 3-2** | **Sponsored Programs Purpose & Terminology** |
| Commonly Abbreviated Funding Agencies |  |
| Acronyms and Terminology Glossary |  |
| SP Key Resource File Locations |  |
|  **Section 3-3** | **Funding Opportunity Reviews (FOR)** |
| FOR Completion Guide |  |
| Full FOR Template |  |
| Brief FOR Template |  |
| FOR Index |  |
|  **Section 3-4** | **Pre-Award Team Proposal Development Tools** |
| SP Levels of Service |  |
| Project Lead Duties |  |
| Lead Support Writer Duties |  |
| Pre-Award Application Checklist |  |
| Proposal Classification Policy |  |
|  **Section 3-5** | **PI Proposal Development Tools** |
| PI Proposal Development Worksheet |  |
| PI Proposal Development Checklist |  |
| Budget Templates |  |
| Budgeting Tools* Grants Admin Budget Training Manual
* Budget Guidelines
* Budget Proofing Tips
* Process for Requesting Salary Info
* Salary Sharing Template
* Budgeting for Meals (2019)
 |  |
| FCOI Simple |  |
| Research Reinvestment Process (SP’s) Flow Chart |  |
|  **Section 3-6** | **Portal Site** |
| See Portal |  |
|  **Section 3-7** | **Introduction to Level 1 Service, Education, & Training Grants** |
| Common Proposal Editing Techniques |  |
| Proofreading Marks |  |
| FOR 17.85 HRSA PCTE-Training PC Champions |  |
| Writing Outline PCTE Champions |  |
| Shelf Copy PCTE-Training PC Champions |  |
| FOR 18.90 HRSA PCTE PA |  |
| FOR 18.46 NIH R03-Small Research Grant Program |  |
|  **Section 3-8** | **Introduction to Research Grants** |
| NIH Mechanism Activity Codes |  |
| R15 Sample Writing Outline |  |
| Annotated NIH Form Set |  |
| **Section 4** | **Forms and Information** |
| ATSU Department Listing |  |
| ATSU Expense Object Codes |  |
| Advance of Travel Funds |  |
| ATSU Style guide/Branding Toolkit |  |
| Ultipro/Time Sheet/Time Off |  |
| **Section 5** | **Policies and Training** |
| ATSU Policies  | 10-204 – Contract Review and Approval Procedure10-208 – Intellectual Property Policy and Procedures10-212 – Conflict of Interest10-218 – General Order on General Orders20-111 – On Campus Consultation20-112 – Grants and Research Reinvestment20-116 – Institution Review Board Fees20-117 – Financial Conflict of Interest20-118 – Disbursement of Clinical Research Income20-119 – Proposal Classification Policy50-101 – Reimbursement of Travel Expenses |
| Confidentiality Agreement |  |
| Certifications (IRB/COI) |  |
| Annual Required Employee Training |  |
| **Section 6** | **Standard Letters/Emails** |
| Congratulations Submission Email Template |  |