**Schedule for the PI/Departmental Administrators Informational Series for the 2018 – 2019 Academic Year**

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| **DATE** | **LOCATION** | **DESCRIPTION** |
| **September 10** | **ARD Large Pod** | **What Every PI and Departmental Administrator Should Know About Grant Administration: An Overview*** Can OSP pre-bill the sponsor so I can get summer pay?
* How do I know what expenses can be charged to my federal award?
* I received a notice of award, how long will it take to get my speedchart?
* Why delegation of signature authority only covers good/services but not payroll related actions on sponsored projects?
* OSP denied my PeopleSoft Action (ePAR, expense transfer), why?
* What is a cost transfer, and how/when can I transfer expenses on?
* Why am I getting financial expense reports from my OSP Fund Manager 30, 60, and 90 days before my sponsored project ends?
* What are some audit red flags?
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| **October 9** | **ARD Large Pod** | **Cost Allowability**: The guidelines and a summary of generally allowable and unallowable expenses that can and cannot be charged to grants, cooperative agreements, etc.  |
| **November 13** | **ARD Large Pod** | **Subcontractor/Subawardee vs. Vendor:** What’s the difference and why does it matter?**Subrecipient Monitoring:** Some best practices**Participant Support Costs:** Factors of consideration for defining and budgeting participant support costs |
| **February 12** | **ARD Large Pod** | **Effort Reporting**: What is It, and why do I need to do it?  |
| **March 12** | **ARD Large Pod** | **Prior Approval Requests**: What actions and activities generally require Sponsor’s prior approval before proceeding?  |
| **April 9** | **ARD Large Pod** | **Cost Share**: What is it? When and how do I include it in the proposal budget? What are my obligations to track cost share?  |