**Schedule for the PI/Departmental Administrators Informational Series for the 2019 – 2020 Academic Year**

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| **DATE** | **LOCATION** | **DESCRIPTION** |
| **9/12/2019** | **ARD Large Pod** | **Sponsored Project Management “An Overview”: I Received a Notification of Award Activation, What Now?**  The purpose of this session is to provide an overview of the key “need to know” components of grant administration at NAU.   * Type of Awards and Sponsors * Federal Cost Principles * PeopleSoft: NAU’s grant management system * Award Management Components * Verify and Monitor, Cost Share, Effort Reporting * Award Closeout * Audit Red Flags |
| **10/10/2019** | **ARD Large Pod** | **Cost Transfers: What are they? Why should I Care?**  The purpose of this session is to discuss some best practices to avoid cost transfers on sponsored awards.   * Proactive Measures * Dealing with unavoidable cost transfers * Cost transfer justifications (exercise audience participation) * How Cost Transfers negatively affect sponsored awards and NAU * Audit Red Flags * Burn Rate * Reporting (cash on hand) * Impact on effort reporting (re-certification) |
| **11/19/2019** | **ARD Large Pod** | **Sub-Awards: What’s My Role as PI/Dept. Administrator?**  The purpose of this session is to review the key components of subrecipient monitoring and payments applicable to the management of outgoing subcontracts (i.e. subcontracts issued to third parties under a grant).   * Federal Flow-Through * 2 CFR 200 regulations on paying subrecipients * Setting up the Req./PO within PeopleSoft for Receiving Invoicing * How Sub-Award Invoices affect the Burn Rate |
| **2/13/2020** | **ARD Large Pod** | **NAU Proposal Submission Process and How it Connects with IRB Process**  This session will explain what is needed for Cayuse routing, proposal submission, and when it is appropriate to use the CESU rate, followed by a better understanding of how the proposal submission and IRB are connected when involving human subjects. |
| **3/12/2020** | **ARD Large Pod** | **Tools for Post Award Grant Management: Using data to better understand and manage your grant portfolio**  This session will explore reporting tools available to PIs and Administrators to assist with the management of grant funds. Participants will gain insight on how to find, report and understand data collected and generated within business processes, and how to use that information to understand trends, forecast, and manage restricted funds. |
| **4/16/2020\*** | **ARD Large Pod** | **\*Topic: TBD (To request a topic, please email** [**osp-rsvp@nau.edu**](mailto:osp-rsvp@nau.edu)**).** |