

**Professional Development Workshops  
Presented by Faculty from the  
Mid-Atlantic Region of the  
National Council of University Research Administrators**

**Building Blocks for Research Administration  
Content Level: Beginner**

**Course Description:** This full-day workshop will provide knowledge, strategies and tools to effectively manage sponsored projects. We will discuss the federal regulations upon which institutional compliance is based; the administrative concepts of proposal submission; costing issues; the concept of effort; post award management; project closeout; compliance and audits.

**Learning Objectives:**

The purpose of this Workshop is to:

- Provide participants with a broad overview of the various aspects of Research Administration;
- Overview of preaward processes;
- Gather basic understanding of post award such as allowability of costs, effort reporting, cost sharing, close outs, audits.

**Prerequisites:** Basic understanding of the management of sponsored projects.

**Audience:** This workshop is targeted to personnel in all areas of Research Administration who would benefit from a better understanding of the various concepts of pre and post award processes for Research Administration.

