The Division of Research
Presents
Research Administration Professional Development Program

This is a career-enhancing program that consists of training modules and assigned individual mentoring. The goal is to promote a common understanding of the research administration process among all FAU employees with pre-award and post-award responsibilities. The program will begin with four modules to be presented by senior research administrators. Individuals will be eligible for the mentoring component after they complete the training modules.

Module I: Preparing and Submitting Proposals – Wednesday, November 30, 2011. Presented by: Lynn Asseff, Proposal and Contract Administrator, Sponsored Programs; Nancy Thoman, Associate Director, Sponsored Programs; Gyll Rowan, Business Manager, College of Engineering and Computer Science; and Patrice Cochran, Research Program Coordinator, Sponsored Programs.

Module II: Receiving and Setting Up Awards – Thursday, January 12, 2012. Presented by: Jeri Beel, Proposal and Contract Administrator, Sponsored Programs; Nancy Thoman, Associate Director, Sponsored Programs; Rick Laliberte, Coordinator, Administrative Services, College of Education; and Dan McAuliffe, Proposal and Contract Administrator, Sponsored Programs.

Module III: Managing and Accounting for Awards – Thursday, February 9, 2012. Presented by: Chris Bennett, Proposal and Contract Administrator, Sponsored Programs; Heather Saunders, Assistant Director, Research Accounting; Wendy Stephens, Business Manager, College of Science; and Nancy Thoman, Associate Director, Sponsored Programs.

Module IV: Policies and Compliance – Thursday, March 1, 2012. Presented by: Jim Wilkie, Director, Research Accounting; Dominique Blanchard, Associate Director, Research Accounting; JoAnn Moretti, Director, Sponsored Programs; and Nancy Thoman, Associate Director, Sponsored Programs.

All modules will be held in the Board of Trustees Room, Administration, Boca Raton, from 10 a.m. to 12:30 p.m.

Program registration is required and includes attendance at all four modules. To register, contact JoAnn Moretti at jmoretti@fau.edu by November 15.

Videoconferencing will be available, and light refreshments will be served.