Fundamentals of Research Administration
Department of Medicine Research Administration Core
Course Overview

Class Date	Content Covered
Session 1	Research Administration Overview (Types of Sponsors, Types of External Funding, NIH Overview, Internal Funds, Compliance Areas)
	Research Administration Roles at Stanford (Dean of Research, Office of Sponsored Research, Research Management Group, Department Administrator roles)
Session 2	Administrative and Financial Systems Overview (Pre-award systems, SeRA, Oracle Financials, BI Reports, FFIT, Clinical systems)
Session 3	DOM Dashboard Overview / Salary Over Cap Spreadsheet (Three Main Documents for PI Portfolio Management)
Session 4	Pre-Award Management (FOA, PIF/PDRF, Budget Development, Document Formatting, Biosketches, Subawards/Consultants, PI Status/Waivers, Contract Proposals, Just in Time Requests, Transfer Applications)
Session 5	Post-Award Management (NOA, Project Setup, Salary over Cap, SUVA, Effort Tracking/Reporting, Labor Schedules/LDAs)
Session 6	Post-Award Management con't (Budget Monitoring, eCertification, Progress Reports, Other Support/Foreign Influence)
Session 7	Post-Award Management con't (iJournals, Subaward/Consultant Setup, Cost-Sharing, Faculty Compensation, Project Closeout, Training Grants, Postdoc Administration)
Session 8	Clinical Trials Management Overview (Guest Presenter: Ben Priestley)