

Newsletter / May 2025

Summer Grant Writing Workshop - Last Chance to Register!

Registration is open for RSP's popular Summer Grant Writing Workshop. In four sessions between May 21st – May 30th (and a recorded guest presentation on research development), participants will learn about Planning for Success, Writing to Persuade, Building a Budget, and Growing the Skills. [Learn more and register for the workshop!](#)

Upcoming Training Opportunities

Upcoming RSP trainings are listed below. All sessions are held via Zoom and require registration. Please contact rsp@uni.edu if you have any questions.

Topic	Date / Time	Info
Cost Share	May 7 / 10-11	Register
Final Accounting	May 6 / 2-3 June 5 / 2-3	Register Register

Cayuse Sponsored Projects - Roles

All faculty and staff are assigned roles within the Cayuse Sponsored Projects system. These roles provide access to create new proposals, review in-progress proposals, and view past and current proposals. These roles are assigned and maintained by RSP. To learn more about a role in Cayuse Sponsored Projects, [click here](#).

Effort Certification Reports for Grants and Contracts

A condition for the award of externally funded grants and contracts is that the University maintains personnel activity reports for employees. These reports are a means of providing “after-the-fact” verification that time and effort was actually performed relative to how staff are paid. RPS recently sent its first batch of Effort Reports in Workday. Each report should be verified and certified by the staff member named in the report and approved

by the Department Head. If you have any questions concerning these certifications, please contact Michele Mullings-Shand at 273-6418.

Closing IRB Studies

As we approach the end of the semester, now is a great time to check in on the status of your IRB studies and prepare a Closure Submission for any study that is completed. Learn more about when to close a study, and how to [prepare a closure submission here](#).

Around Campus

OBO Closing Schedule

For a list of important dates and notes pertaining to the closing of FY2025, please [reference this schedule](#).

Contact Us

Contact our office at 273.3217 / email us at rsp@uni.edu or visit us at rsp.uni.edu.

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