

Research & Sponsored Programs

Spring 2025 Calendar - rsp.uni.edu/training-and-events

Signature Events

Summer Grant Writing Workshop

May 2025 | Rod Library 301 - ScholarSpace

A 5-session grant-writing seminar for UNI faculty and staff, this workshop offers sessions on various grant-writing topics. This year's workshop will feature a series of in-person events, culminating with a presentation by a guest speaker.

Spring Events

IRB Training Certification - The CITI Program

Access link available at rsp.uni.edu/irb-training

RSP offers certification for IRB training through an online course in Human Subjects Protections hosted by the Collaborative Institutional Training Initiative (CITI), based at the University of Miami. This program offers online courses that can be accessed by anyone affiliated with UNI. The tutorial takes an average of 2-3 hours and fulfills the UNI IRB training requirement to participate in human subjects research.

IRB Basics - Preparing Your IRB Application

Wed, Jan 22, 2025, 10-11 am | [Zoom - register here](#)

Wed, Feb. 12, 2025, 10-11 am | [Zoom - register here](#)

Wed, Mar. 12, 2025, 10-11 am | [Zoom - register here](#)

Wed, Apr. 9, 2025, 10-11 am | [Zoom - register here](#)

Are you ready to prepare an IRB application, but you just aren't sure where to begin? Join IRB Administrator Lisa Ahern for a basic "How-To" Zoom session on using Cayuse Human Subjects, the IRB application system. Learn where you can find resources to build supporting documents for your application and common mistakes to avoid. (Alternate times may be arranged, by appointment.)

Intro to Grant Seeking

Thurs, Feb. 13, 2025, 3-4 pm | [Zoom - register here](#)

Presented by Preaward Administrator Rebecca Rinehart, this is an introduction to external funding opportunities from foundations and government agencies. The basics of crafting a strong proposal and support available at UNI will be covered.

UNI

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Northern Iowa.

College of Graduate,
Research & Online
Education

UNI

University of Northern Iowa.

Office of Research & Sponsored Programs

Grants and Contracts Training Events

Budgeting

An accurate budget is critical to obtaining and successfully managing external funding. This session will provide an overview of the conceptual and technical components of good budgets.

Wed, Feb. 19 - 1-2 pm | [Zoom - register here](#)

Cayuse Sponsored Projects

Learn how to route grant and contract proposals for approval in Cayuse Sponsored Projects (the replacement for the PRAF). This training will also demonstrate the approval process and the ability to view all your proposals and awards in Cayuse. Relevant for Principal Investigators / Project Directors, department heads and other administrators, and support staff who work with external funding.

Thurs, Mar. 27 - 2-3 pm | [Zoom - register here](#)

Cost Share

Cost-share, match, in-kind dollars, leveraged funds...what is it really, how should it be handled in a proposal, and how do I report it at UNI? This session will provide a detailed look at cost share and reporting cost share at UNI.

Wed, Feb. 5 - 1-2 pm | [Zoom - register here](#)

Fri, Mar. 7 - 10-11 am | [Zoom - register here](#)

Mon, Apr. 7 - 1-2 pm | [Zoom - register here](#)

Wed, May 7 - 10-11 am | [Zoom - register here](#)

Cost Transfers

What are they, and what's the big deal? This training forum will provide a detailed look at cost transfers including journal entries, labor distribution adjustments, and other issues.

Wed, Feb. 12 - 2-3 pm | [Zoom - register here](#)

Tues, Mar. 11 - 2-3 pm | [Zoom - register here](#)

Thurs, Apr. 17 - 2-3 pm | [Zoom - register here](#)

Final Accounting

Final accounting is the financial reconciliation of your sponsored project, which helps you take a "final look" at your project and all the expenses related to your project.

Mon, Jan. 6 - 2-3 pm | [Zoom - register here](#)

Tues, Feb. 4 - 2-3 pm | [Zoom - register here](#)

Wed, Mar. 5 - 2-3 pm | [Zoom - register here](#)

Fri, Apr. 4 - 2-3 pm | [Zoom - register here](#)

Tues, May 6 - 2-3 pm | [Zoom - register here](#)

Thurs, Jun. 5 - 2-3 pm | [Zoom - register here](#)

Mon, Jul. 7 - 2-3 pm | [Zoom - register here](#)

Wed, Aug. 6 - 2-3 pm | [Zoom - register here](#)

Outgoing Subawards and Subcontracts

This session focuses on an overview of subawards and subcontracts – their elements and when to utilize a subaward versus a subcontract (pre-award) and once you've received the prime award (post-award) – roles & responsibilities, subaward invoice approval, subrecipient monitoring, and subaward amendments.

Wed, Mar. 12 - 1-2 pm | [Zoom - register here](#)

Postaward Project Management

You've been funded – now what? This session will cover all aspects of postaward project management, and the paperwork needed, from project start until project end.

Thurs, Feb. 27 - 2-3 pm | [Zoom - register here](#)

Wed, Apr. 23 - 2-3 pm | [Zoom - register here](#)

Summer PAPs for Grants

This in-depth training session will walk participants through the process of creating Period Activity Pay (PAP) forms for grants, specifically timed for the upcoming Summer 2025 term.

Wed, Apr. 16 - 2-3 pm | [Zoom - register here](#)