

Research & Sponsored Programs

Fall 2026 Calendar - rsp.uni.edu/training-and-events

Signature Events

Celebration of Research and Scholarship

Tues, Sept. 22, 2026, 3-4:30 pm | Maucker Union Ballroom A

This annual reception recognizes all of the faculty, staff, administrators, and support staff who contributed to seeking and receiving external funding from FY 2025-2026. Associate VP for Strategic Initiatives & Dean of GROE Stephanie Huffman and others will provide remarks. Refreshments are served. No registration necessary - all are welcome.

Fall Training & Events

IRB Basics - Preparing Your IRB Application

Are you ready to prepare an IRB application, but you just aren't sure where to begin? Join IRB Administrator Brian Warby for a basic "How-To" 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.)

Thurs, Oct. 22, 10-11 am | [Zoom - register here](#)

Wed, Dec. 2, 10-11 am | [Zoom - register here](#)

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.

Responsible Conduct of Research Training - The CITI Program

Access link available at rsp.uni.edu/responsible-conduct-research

Securing your Responsible Conduct of Research Training is an important part of building your foundation as a researcher. This course, offered through CITI, will help you understand the basics of RCR while also meeting requirements set forth by certain sponsored programs including the National Science Foundation, National Institute of Health, or National Institute of Food and Agriculture. Your RCR training is valid for three years.

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Grants & Contracts Training

Account Reconciliation

This session will teach you a method of reconciling your grant accounts on a monthly basis. Relevant for support staff but Principal Investigators/Project Directors are welcome.

Thurs, Sept. 10 - 2-3 pm | [Zoom - register here](#)

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

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.

Thurs, Oct. 15 - 1-2 pm | [Zoom - register here](#)

Cayuse Sponsored Projects

Learn how to route grant and contract proposals for approval in Cayuse Sponsored Projects. 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.

Wed, Nov. 11 - 1-2 pm | [Zoom - register here](#)

Cost Share Reporting

Learn how to report cost-share at UNI, complete the cost-share certification worksheet, and determine the cost-share effort percentage. This session will demonstrate how to complete all the necessary forms to report cost-sharing for your sponsored projects.

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

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

Tues, Oct. 13 - 2-3 pm | [Zoom - register here](#)

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

Tues, Dec. 8 - 2-3 pm | [Zoom - register here](#)

Wed, Jan. 13 - 2-3 pm | [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, Sept. 2 - 2-3 pm | [Zoom - register here](#)

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

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

Tues, Dec. 8 - 2-3 pm | [Zoom - register here](#)

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

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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.

Tues, Sept. 8 - 2-3 pm | [Zoom - register here](#)

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

Mon, Nov. 9 - 2-3 pm | [Zoom - register here](#)

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

Thur, Jan. 7 - 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 (preaward) and once you've received the prime award (postaward) – roles & responsibilities, subaward invoice approval, subrecipient monitoring, and subaward amendments.

Wed, Oct. 21 - 10-11 am | [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.

Wed, Sept. 16 - 1-2 pm | [Zoom - register here](#)

Fri, Nov. 13 - 2-3 pm | [Zoom - register here](#)

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