Research & Sponsored Programs

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

Spring Trainings

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). 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

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.)

Wed, Jan 21, 2026, 10-11 am | Zoom - register here
Wed, Feb. 11, 2026, 10-11 am | Zoom - register here
Wed, Mar. 11, 2026, 10-11 am | Zoom - register here
Wed, Apr. 8, 2026, 10-11 am | Zoom - register here

Intro to Grant Seeking

Presented by Preaward Specialist Sean Parrish, 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.

Thurs, Feb. 12, 2026, 2-3 pm | Zoom - register here

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.

Fri, Jan. 16, 2026, 2-3 pm | Zoom - register here
Tues, Feb. 17, 2026, 2-3 pm | Zoom - register here
Fri, Mar. 13, 2026, 2-3 pm | Zoom - register here
Thurs, Apr. 8, 2026, 2-3 pm | Zoom - register here
Tue, May 12, 2026, 2-3 pm | Zoom - register here

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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. 18, 2026, 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.

Thurs, Mar. 26, 2026 - 2-3 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.

Wed, Feb. 11, 2026 - 2-3 pm | Zoom - register here
Thurs, Apr. 16, 2026 - 2-3 pm | Zoom - register here
Wed, May 13, 2026 - 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.

Tues, Jan. 6, 2026 - 2-3 pm | Zoom - register here
Wed, Feb. 4, 2026 - 2-3 pm | Zoom - register here
Thurs, Mar. 5, 2026 - 2-3 pm | Zoom - register here
Tues, April 7, 2026 - 2-3 pm | Zoom - register here
Wed, May 6, 2026 - 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.

Tues, Jan. 6, 2026 - 1-2 pm | Zoom - register here
Tues, Feb. 3, 2026 - 2-3 pm | Zoom - register here
Wed, Mar. 4, 2026 - 2-3 pm | Zoom - register here
Thurs, Apr. 2, 2026 - 2-3 pm | Zoom - register here
Tues, May 5, 2026 - 2-3 pm | Zoom - register here
Thurs, Jun. 4, 2026 - 2-3 pm | Zoom - register here
Mon, Jul. 6, 2026 - 2-3 pm | Zoom - register here
Wed, Aug. 5, 2026 - 2-3 pm | Zoom - register here

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Grants and Contracts Training Events

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. 11, 2026 - 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.

Wed, Jan. 21, 2026 - 2-3 pm | Zoom - register here
Thurs, Feb. 26, 2026 - 2-3 pm | Zoom - register here
Wed, Apr. 23, 2026 - 2-3 pm | Zoom - register here
Thurs, May 28, 2026 - 2-3 pm | Zoom - register here

Summer Salary Calculation

This in-depth training session will walk participants through the process of calculating summer pay and forms, specifically timed for the upcoming Summer 2026 term.

Wed, Apr. 15, 2026 - 2-3 pm | Zoom - register here

UNI Works for Principal Investigators

Learn to navigate and manages UNI Works for grants. Learn about what to look for when approving financial and HR transactions when using grant accounts. Attendees will also learn how and when to delegate responsibilities for a grant.

Tues, Feb. 24, 2026 - 2-3 pm | Zoom - register here
Fri, Apr. 17, 2026 - 2-3 pm | Zoom - register here

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