REGISTRATION – Hotel Lobby – 8:30 – 9:00 am

*MORNING SESSIONS*

9:00 – 10:15 am

**Pieces of Procurement:** This session will review various aspects of ‘Works’ (credit cards/reimbursements) such as signing in and signing off, how to change a password, signing off on multiple transactions, printing a statement, per diems and mileage versus gas. Updates will be provided on web-forms regarding prior approvals, and budget categories in PeopleSoft.

**Procedural Updates:** In this session, we will discuss and provide guidance regarding the Fly America Act and how to comply. The Research Office is working on a procedure for grant transfers to or from the University of Delaware. This is a time consuming and often multi-layered process for which we are working to provide established practice and procedure. Finally, we will discuss the disposition of equipment and the steps you will need to take if the equipment was purchased on a sponsored project.

**Topics addressed by Responsible Conduct of Research (RCR) Training Program:** The responsible performance of research and creative scholarship requires that members of the UD research community carry out their duties in a fashion that is consistent with the standards and requirements of our professions, of the University, and of government agencies. To help ensure appropriate knowledge and understanding of research compliance, the University presents an annual, day-long, institutional-wide training program titled RCR. This session introduces some of the main topics included in that program.

10:30 – 11:45 am

**Monitoring Committed Effort for PIs:** Beginning with the September ’11 – February ’12 reporting period, significant changes have been made to the committed values provided on our effort reports. Come learn how modified calculations will make it easier to monitor effort commitments and fulfillments. Also discover how retired faculty may now be included in effort.

**Navigating the automated Grants Project Closeout Report (ACR):** Would you like a refresher course on using the ACR tool? Confused about what kinds of backup to attach (and how)? Join us in an overview of the ACR, and learn some tips and tricks for a successful closeout submission. We will be reviewing some recent updates to the form and discussing additional updates that are coming soon.

**News, Updates and Information from Research Development:** Are you curious how your college compares to other colleges in terms of proposals and awards? Would you like to learn about the federal funding landscape and UD’s strategic research priorities? Do you want to learn more about what the UD Research Development office has been working on? Join our discussion and learn the road signs used by our office to help faculty and administrators succeed in their research endeavors.
*LUNCH* - 12:00 – 1:15 pm

*AFTERNOON SESSIONS*

1:30 – 2:45 pm

**Pieces of Procurement:** This session will review various aspects of ‘Works’ (credit cards/reimbursements) such as signing in and signing off, how to change a password, signing off on multiple transactions, printing a statement, per diems and mileage versus gas. Updates will be provided on web-forms regarding prior approvals, and budget categories in PeopleSoft.

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3:00 – 4:15 pm

**Monitoring Committed Effort for PIs:** Beginning with the September ’11 – February ’12 reporting period, significant changes have been made to the committed values provided on our effort reports. Come learn how modified calculations will make it easier to monitor effort commitments and fulfillments. Also discover how retired faculty may now be included in effort.

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