# Research Administration Training Program

## University Required Training

**Pre-Requisites**
- University as a Business Organization
- Federal Cost Principles
- Finance Overview including Chart of Accounts
- Accounting Comes Alive
- Business Transactions
- SAP ECC Navigation

## Specific University Training

### Introduction to Research Administration*

### Systems and Finance*

### Account Management
- Introduction to Analysis
- Analysis Basic Navigation
- Monthly Account Reconciliation Guidelines and Record Retention
- Account Reconciliation
- Non-Payroll Cost Transfer Policies and Procedures
- Non-Payroll Cost Transfer

### Purchasing
- Purchasing Policies and Procedures
- Equipment Purchasing (JHU)

### Accounts Payable
- Processing Online Payments
- Travel and Business Expense Reimbursement
- Processing Independent Contractors ($5000+)

### Legend
- E-course
- FastFacts
- Instructor-led Class
- Full-time Program Only

## Specific University Training (continued)

### Sponsored Projects
- Introduction to Sponsored Projects
- Business Ethics Training for Faculty and Staff Working on Federal Contracts
- Proposal Preparation
- (Coeus 1a) Introduction to Coeus: C1a
- (Coeus 1b) Introduction to Coeus: C1b
- (Coeus 2) Proposal Development Detail: Assembling a Proposal
- (Coeus 3) Proposal Development Detail: fixing errors and understanding validations
- Budget Development
- Sponsored IO Budget Distribution (GM_CREATE_BUDGET)
- Administrative Management of Training Grants and Fellowships
- Monitoring Subrecipient Activity
- Effort Reporting System-Admins
- Effort Reporting System-Certifiers
- Closeout Procedures

### HR/Payroll Administration
- Payroll Cost Transfer – eForms

### Individualized Training

- Sponsored Projects Shared Services
- Research Administration Department
- Internal Audits

## Monthly Seminar Series

- Internal Audits
- Effort Reporting/Facilities and Administration
- Export Controls
- Global Compliance
- Hazardous Materials
- Human Subjects–Internal Review Board (IRB)
- Animal Care and Use
- Clinical Research
- Conflict of Interest
- Funding from Corporations and Foundations
- Contracts
- Tech Transfer
- Subcontracts

## Optional

### Sponsored Projects
- Business Ethics Training for Foreign Field Offices

### HR/Payroll Administration
- Organization Management Administration - ISRs
- Enhanced Hire ISR Form
- Enhanced Salary Change ISR Form
- Hiring a Non-US Citizen
- Salary Overpayments
- Processing Leave of Absence (LOA) ISRs in SAP
- Managing Payroll for Leaves and Terminations
- Time Entry
- The Electronic Time and Attendance Form (E210)

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*Click the course titles to view course descriptions, dates, and times, or visit the website learning.jhu.edu*
### Research Administration Training Program

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<th>Heading1</th>
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<tbody>
<tr>
<td><strong>E-Courses</strong></td>
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<tr>
<td>Getting to Know Outlook 2016</td>
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| Books 24x7 |

| Instructor-Led Courses |

| E-Courses |

| Books 24x7 |
| Creating and Modifying Forms in Access 2013 |

| Heading1 |

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| Books 24x7 |

| E-Courses |

| Books 24x7 |
| Creating Presentations in PowerPoint 2013 |

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