

Note: Seating is limited. Please contact the individual presenting the class to reserve a seat at a minimum of one (1) day prior to the class date. ALL CLASSES WILL BE IN VBRH E8 at the times noted. (A brief description of each class is on the reverse side of the calendar.)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>February 2008 TRAINING CALENDAR</b>					1	2
3	4	5	6	7 <b>11:00AM Community of Science (COS)</b> Steve Parker, X2654	8	9
10	11 <b>2:00PM Submitting a Proposal via NSPIRES</b> Kristen Tapscott, X2658	12 <b>10:30AM NSF Fastlane</b> Laurie Salehi, X 2649  <b>2:00PM How to Submit a Proposal</b> Felecia Troupe, X 2660	13 <b>10:00AM Reading Account Statement</b> Judy Conine, X 6103 Brandy Nicholson, 2234  <b>3:00PM Submitting a Proposal to NIH</b> Kenya Cole, X2647	14 <b>10:30 AM: Subcontracts</b> Steve Parker, X2654	15	16
17	18	19	20	21 <b>1:30 Financial Research Manager Meeting</b>	22	23
24	25 <b>3:30PM: Subcontract</b> Steve Parker, X2654	26 <b>10:00AM: Submitting a Proposal to NIH</b> Kenya Cole, X2647  <b>2:00PM: Reading Account Statement</b> Judy Conine, X6103 Brandy Nicholson, 2234	27 <b>9:30AM How to Submit a Proposal</b> Felecia Troupe, X2660	28 <b>10:30AM Submitting a Proposal via NSPIRES</b> Kirsten Tapscott, X2658  <b>3:30PM NSF Fastlane</b> Laurie Salehi, X 2649	29 <b>2:30PM Community of Science (COS)</b> Steve Parker, X2654	

**Community of Science (COS):** Community of Science (COS) is the leading global resource for hard-to-find information critical to scientific research and other projects across all disciplines. COS aggregate valuable information so you spend less precious time and money searching for the information you need, leaving you more time and money for your projects. **Find funding with COS Funding Opportunities:** search the world's most comprehensive funding resource, with more than 22,000 records representing nearly 400,000 opportunities, worth over \$33 billion. **Identify experts and collaborators with COS Expertise:** search among 500,000 profiles of researchers from 1,600 institutions throughout the world. Discover who's doing what -- current research activity, funding received, publications, patents, new positions and more. **Promote your research with a COS Profile:** showcase your research and expertise among researchers and scholars from universities, corporations and nonprofits in more than 170 countries. Use convenient tools to keep your CV updated and accessible. Sign up to learn how you can make COS work for you.

**Submitting a Proposal via NSPIRES:** NSPIRES is the NASA Solicitation and Proposal Integrated Review and Evaluation System. This web-based system supports the entire lifecycle of NASA research solicitation and awards, from the release of solicitation announcements through the peer review and selection process, to awards management and publication of research results. The system is intended to facilitate conducting of research business with NASA for the science and technology research community. If you are planning on submitting proposals to NASA, this presentation is a must.

**NSF Fastlane:** All NSF proposals must be submitted using Fastlane. This course will provide guidance on preparing your proposal for electronic submission, as well as signing up those individuals that do not have a password to access Fastlane.

**How to Submit A Proposal:** Understand the processes involved in submitting a proposal. This presentation with commentary from research faculty, staff, and senior administrators will guide you through the proposal process and explain why we require certain documentation, explain allowable and unallowable cost, and everything in between. Prior to submitting a proposal, all faculty and research staff with less than three years of employment at UAHuntsville will be required to attend this presentation.

**Reading Your Account Statements and More:** Ever wonder how much funding is available on your research accounts? Ever wonder why a particular line item on your budget is overrun and what caused the overrun? These questions and more will be answered by OSP and C&G Accounting. Learn how to obtain the information you need on your accounts via Banner.

**Submitting a Proposal to NIH via Grants.gov:** Learn how to avoid common errors and warnings by attending this class. You will be given an overview of NIH via Grants.gov.

All classes will be held in VBRH E8, at the dates and times specified. Please contact the individual presenting the class to reserve a seat, since seating is limited.



# C&G ACCOUNTING AND OFFICE OF SPONSORED PROGRAMS

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>MARCH 2008 TRAINING CALENDAR</b>						1
2	3	4	5	6 <b>10:30AM Community of Science (COS)</b> Steve Parker, X2654	7	8
9	10 <b>2:30PM NSF Fastlane</b> Laurie Salehi, X2649	11 <b>10:00AM Submitting a Proposal to NIH</b> Kenya Cole, X2647  <b>2:00PM: Reading Account Statements</b> Judy Conine, X6103 Brandy Nicholson, 2234	12 <b>10:00AM How to Submit a Proposal</b> Felecia Troupe, X2660  <b>2:00PM Submitting a Proposal via NSPIRES</b> Kristen Tapscott X2658	13 <b>3:30PM Subcontracts</b> Steve Parker, X2654	14	15
16	17	18	19	20 <b>1:30 Financial Research Manager Meeting</b>	21 Spring Break	22
23	24	25 <b>10:30AM Subcontracts</b> Steve Parker, X2654	26 <b>10:00AM NSF Fastlane</b> Laurie Salehi, X2649	27 <b>2:30PM How to Submit a Proposal</b> Felecia Troupe, X2660  <b>10:00AM: Reading Account Statements</b> Judy Conine, X 6103 Brandy Nicholson, 2234	28 <b>2:30PM Community of Science (COS)</b> Steve Parker, X2654	29
	31 <b>10:30AM NSPIRES</b> Kirsten Tapscott X2658					
30	<b>2:30PM NIH</b> Kenya Cole, X2647					



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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>APRIL 2008 TRAINING CALENDAR</b>		1 <b>2:00PM: Reading Account Statements</b> Judy Conine, 6103 Brandy Nicholson, 2234	2 <b>10:30AM Community of Science (COS)</b> Steve Parker, X2654	3	4	5
6	7 <b>3:00PM Submitting a Proposal to NIH</b> Kenya Cole, X2647	8	9	10 <b>10:30AM Subcontracts</b> Steve Parker, X 2654 <b>2:30PM How to Submit a Proposal</b> Felecia Troupe, X2660	11 <b>10:30AM NSF Fastlane</b> Laurie Salehi, X2649	12
13	14	15	16 <b>2:00PM Submitting a Proposal via NSPIRES</b> Kristen Tapscott, X2658	17 <b>1:30 Financial Research Manager Meeting</b>	18	19
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