JULY 29, 2024

SPA CERTIFICATION PROGRAM

Proposed Syllabus

PRESENTED BY: ALINA GRAYS
ASSISTANT DIRECTOR, SPA EDUCATION & BUSINESS PROCESS

FY25 Session Overview

- **Application process**: Application opens May 1, 2024 and are due July 19, 2024. Application review and acceptance notifications will be sent Friday, August 9, 2024.

- **Cohort groups:** Accepted applicants will be placed in one of two Cohort sections.

- **What do participants bring to each session?** Laptop, calculator, paper/pen

- **Contract**: 12-month commitment.

- **Session Length:** Once per month, the selected morning Cohort will meet from 9:00 am to 11:00 am. and the selected afternoon Cohort will meet from 1:30 pm to 3:30 pm.

- **Classroom Location**: Trinity Towers, 1st Floor Conference Room (all in-person sessions).

- **Session Requirements**: In-person attendance, prerequisites, class participation, writing assignments.

- **SPA Certification**: Certificates given at end of the program for those who successfully complete the program.

Session Schedule

Basic Science: 8-session program (starting September 2024)

September 2024

- Intro to Research Administration
  - Define Research Administration
  - Job description of the research administrator
  - What is the research enterprise?
  - History of Research Administration
  - The future of Research Administration
  - Responsible Conduct of Research
  - Infrastructure for Research Administration
  - Code of Federal Regulations & Uniform Guidance
  - Guest DA re: HR in a research environment
  - Introduce the Grants/Contracts Mentorship Program

October 2024

- Pre-Award Part 1:
  - Introduce concept of pre-award and proposal development
  - Examine elements of a successful proposal
  - Understand proposed budget, types of budgets, and budget justification
  - Identify/define key personnel
  - Understand indirect costs
  - Review UTSW/SPA signature authority
  - Navigate eGrants

November 2024

- Pre-Award Part 2
  - Introduce non-industry agreement execution
  - Examine federal research contracts/subawards
  - Gain understanding of contract types and potential issues
  - Understand contract amendments/modifications
  - Review terms and conditions
  - Understand subrecipient monitoring and risk mitigation
  - Examine challenges/opportunities of international research

December 2024 NO CLASS SCHEDULED

January 2025

- Pre-Award Part 3
  - National Institutes of Health (NIH)
  - Department of Defense (DOD)
  - Cancer Prevention and Research Institute of Texas (CPRIT)
  - Welch Foundation
  - American Heart Association (AHA)

February 2025

- Post-Award Part 1
  - Facilities & Administrative Costs
  - Cost Principles
  - Compliance with Regulations
  - Award Acceptance
    - Review of Notice of Award (NOA), terms & conditions, special terms & conditions
    - Setting up a Chart of Account (COA) and receiving Grant Notification (GNR)

March 2025

- Post-Award Part 2
  - Award Maintenance
    - Team Interactions
    - Award Modifications
    - Expense monitoring
    - Cost transfers
    - Error Correction & Transactions
    - Unobligated Balance- Planning for Year-End
  - Revenue & Billing
    - Bill Plans Overview
    - Collections & Refunds

April 2025

- Post-Award Part 3
  - Financial Reporting
    - Reporting Overview
    - Managing Finances and Financial Reporting
    - eGrants
    - Special Considerations
  - Award Close-out
    - Monthly Monitoring and Financial Closeout

May 2025

- Compliance and Audits
  - Compliance Issues
  - Audits
  - Working with Internal and External Auditors
  - Data Management
  - Responsible Conduct of Research
  - Conflict of Interest in Research

Clinical Research: 3-session program (starting June 2025)

June 2025

- Clinical Research Overview: Lifecycle of clinical research
  - Types of Clinical Trials and Getting Started
  - Informed Consent
  - Central Office Components and Trainings/Resources
    - Clinical Research Services/ Clinical Trial Finance
    - Human Research Protection Program
    - Office of Clinical Research

July 2025

- Industry Agreements: Types of agreements, Timing of Execution, etc.
  - Terms & Conditions
  - Risk mitigation
  - Intellectual Property Considerations
  - Signature Authority
- Coverage Analysis Overview
  - Congruency Review
  - Timing of execution
  - Calendaring

August 2025

- Clinical Trial Finance Overview
  - Clinical Trial Budget Development
  - Invoicing for Clinical Trial Activities (DCT)
  - ClinCard overview and best practices