

University of Maryland, Baltimore OFFICE OF RESEARCH AND DEVELOPMENT

**REGISTRATION  
GUIDE TO THE ADMINISTRATION OF SPONSORED PROJECTS**

**Complete one form for each registrant**

First name \_\_\_\_\_ Last Name \_\_\_\_\_ Email address \_\_\_\_\_  
School \_\_\_\_\_ Department/Division + Institute/Center/Program \_\_\_\_\_

Register for ALL TWELVE SESSIONS for \$350

Anticipated start date (mm/dd/yy): \_\_\_\_\_

**Register for individual sessions at \$35/session**

**Attendance date**

Session 1	Research admin roles, basic terminology, pre-proposal issues	9/17/09	Spring 2010
Session 2A	Proposal budget development	10/15/09	Spring 2010
Session 2B	Electronic proposals, proposal routing/submission	11/12/09	Spring 2010
Session 3	Award/agreement terms and conditions	12/3/09	Spring 2010
Session 4A	Conflict of interest, research misconduct	12/17/09	Spring 2010
Session 4B	Compliance topics	1/14/10	Spring 2010
Session 5	Export control compliance, award acceptance, monitoring expenses	1/21/10	Summer 2010
Session 6	Personnel and payroll issues	2/18/10	Fall 2010
Session 7	Operating expenses, procurements; travel, subawards	3/18/10	Fall 2010
Session 8	Budget and project changes	4/8/10	Fall 2010
Session 9	Patents and intellectual property	4/22/10	Fall 2010
Session 10	Closeout and record retention	5/13/10	Fall 2010

**Total due: \$** \_\_\_\_\_

**Fee -** \$35.00 per session, per person for individual sessions  
\$350.00 for one individual who registers for all 12 sessions

**ATTACH PAYMENT AUTHORIZATION FORM**

**Schedule and Policies:** [http://www.ord.umaryland.edu/admin\\_updates\\_issues/session.html](http://www.ord.umaryland.edu/admin_updates_issues/session.html)

**Submit Registration Form and Payment Authorization Form to Janet Simons via email, [jsimons@umaryland.edu](mailto:jsimons@umaryland.edu) (preferred) or via fax, 410-706-6630**