1. **Institutional Review Board Courses: IRB Basics**
   - **Does this project need IRB oversight?**
   - September 10, 2019, 11:30am-noon, Carver Hall Room, MU
   - This is the first session of a three-part series that looks more in-depth at components of the IRB submission process. In this session, you will learn how to determine whether IRB oversight is required for your project. We'll also examine the various levels of IRB review (Exempt, Expedited, Full Committee).

2. **Institutional Review Board Courses: IRB Manager, September session**
   - September 19, 2019, 2:00-3:00pm, 222 Kinnear Building
   - Learn how to navigate the new electronic IRB Manager system, what the submission process looks like, how to submit IRB protocols for review and how to access your IRB-approved materials.

3. **Special Events: OVPR New Faculty Orientation**
   - September 12, 2019, 8:30-11:00am, Carver Hall Room, MU
   - New faculty will have an opportunity to meet and network with their peers and learn about the Office of the Vice President for Research (OVPR) and its role in supporting faculty's research careers. VP for Research Sarah Nusser will lead an open, interactive discussion about internal funding opportunities and other topics of interest. A panel of mid-career faculty will share experiences about their first years at Iowa State and what they learned from that time. And staff from OVPR units as well as our partner units around campus will be on hand to answer questions about various components of the research life cycle at Iowa State and how we can support faculty throughout the process.

4. **Institutional Review Board Courses: IRB 101**
   - **Navigating the IRB Submission Process**
   - September 17, 2019, 11:30am-noon, Gold Room, MU
   - In this session you will learn tips on developing and submitting protocols to the IRB. A member of IRB staff will walk through key sections of the IRB application and explain what the IRB looks for during the review process.

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**Iowa State University**
Office of the Vice President for Research

Check the events calendar at [www.research.iastate.edu](http://www.research.iastate.edu) for updates and the most current information.
Fall 2019

October 2019

1. Proposal Development: Sponsored Funding Budgets 101
   - October 2, 10:30am-noon
   - Pioneer Room, MU
   - After this session you'll learn how to identify budget-related items in a funding agency's request for proposal, and where to find all the information you need to create a sound budget for your proposal. We'll discuss as a group some of the common mistakes people make during budget development: (participants are encouraged to share their own stories!) so you can avoid them. We'll work through a real budget scenario so that you'll feel confident using Iowa State tools. This 101 session will be most helpful for grant coordinators and other research administration staff who are new to their positions, as well as new faculty who will prepare their own proposal budgets.

2. Agency Workshops: NSF CAREER Workshop
   - October 8, 2:30-3:30pm
   - Room 322A, MU
   - Recent NSF CAREER grant awardees will be talking about their experiences in developing their proposals and provide tips on the process. Additionally, the Grants Hub will be providing information on the differing requirements of the NSF CAREER program, broader impacts plans, and budget planning.

3. Award Administration: Post-Award Actions 101
   - October 9, 2:00-3:30pm
   - Gold Room, MU
   - Learn the basics about post-award actions and the most frequently asked questions. We'll talk about how to request a PI change, who can submit a no-cost extension request, who really needs to sign a revised Goldsheet, and other useful information about budgeting and managing award changes. Our goal is to help you learn how to save time and navigate these processes quickly and efficiently.

   - October 10, 11:00am-noon
   - Gold Room, MU
   - This is the second session of a three-part series that looks more in-depth at components of the IRB submission process. Participants in this will discuss risk in human subjects research and approaches for minimizing or mitigating risk. We'll also examine confidentiality and data security measures to protect research subjects.

5. Special Events: The Conversation Workshop
   - October 15-17, TBA
   - The Conversation is part of a global network of newsrooms who wish to unlock the knowledge of leading scholars across academia and share the information with the general public. ISU is a partner institution, granting our scientists the opportunity to write articles about their fields that are available to readers worldwide. An editor from The Conversation will be visiting campus to highlight the benefits of publishing stories and assist authors.

   - October 24, 11:00am-noon
   - Gold Room, MU
   - This is the third session of a three-part series that looks more in-depth at components of the IRB submission process. In this session, participants will learn about the informed consent process, including participant recruitment and the informed consent document. Discussion will center around what's required of you as the researcher, and best practices for designing and administering consent.

November 2019

1. Proposal Development: Reading and Interpreting a Request for Proposal
   - November 5, 9:00-10:30am
   - Gold Room, MU
   - In this session you will learn the fundamentals of reading and interpreting agency guidelines and specific calls for proposals. We will discuss information commonly found in sponsor guidelines and tips and tricks for common mistakes.

2. Award Administration: Working in the USDA ezFedGrants System
   - November 6, 2:00-3:30pm
   - 206 Durham Center
   - In this session you'll get detailed instructions on how to navigate the USDA ezFedGrants system, which is currently used by APHIS, Foreign Agricultural Service, and will soon be used by NRCs and other USDA agencies. You’ll learn how to obtain system access, prepare and submit applications, and manage progress reporting, and you’ll leave with some practical tools and guidance that will help you work with the system.

3. Special Events: Write Winning Grant Proposals
   - November 13, 8:30am-4:30pm
   - Reiman Gardens
   - This all-day presentation comprehensively addresses both practical and conceptual aspects that are important to writing competitive grant proposals. The workshop is tailored to meet the needs of the audience, e.g., to focus on the funding agency or agencies (federal, private, and/or industry) that is/are of greatest interest to the attendees. Emphasis is given to doing the "extra" things that can make the difference between success and failure. All participants receive an extensive workbook, as well as a field-relevant copy of The Grant Application Writer's Workbook. The cost of this workshop is $80, which goes to cover the workbook. Attendees must have the permission of their department chair or other authorizing personnel before registering for this event.

4. Broader Impacts: Broader Impacts 101
   - November 19, 2:00-3:30pm
   - 203 Science Hall
   - This is a basic workshop for anyone who may be new to NSF proposals or want to improve the broader impacts portions of those proposals. Presenters will cover things such as the history of the BI criterion, what the NSF is looking for, how to put together a BI plan, and an extensive list of national and campus resources that can be used to develop BI activities.

December 2019

1. Proposal Development: Submitting Proposals with a Subrecipient
   - December 12, 10:00-11:30am
   - Cardinal Room, MU
   - In this session you'll learn practical ways to work with subrecipients (i.e. subcontractors) and collaborators during the proposal preparation and submission process. We'll discuss effective communication strategies and how to manage timelines so that the process is as smooth and successful as possible.
**Spring 2020**

**Proposal Development: Sponsored Funding Budgets 201**
1/22/2020
10:00am-noon
Gold Room, MU

This session will dive more deeply into budget templates, special circumstances, and hands-on exercises to further develop your skills and understanding about developing and submitting proposal budgets.

**Institutional Review Board Courses: IRB Basics: Does this project need IRB oversight?**
1/30/2020
11:00am-noon
Gold Room, MU

This is the first session of a three-part series that looks more in-depth at components of the IRB submission process. In this session, you will learn about the process of determining whether IRB oversight is required for your project. We'll also consider different levels of IRB review (Exempt, Expedited, Full Committee).

**Institutional Review Board Courses: IRB Manager, February session**
2/3/2020
10:00am-11:00am
222 Halligan

Learn how to navigate the new electronic IRB Manager system, what the submission process looks like, and how to submit IRB protocols for review and how to access your IRB-approved materials.

**Agency Workshops: NSF CAREER Writing Workshop**
2/4/2020
1:00-4:00pm
Room 3312, MU

In this session you will learn tips on developing and submitting protocols to the IRB. A member of the IRB staff will walk through key sections of the IRB application and explain what the IRB looks for during the review process.

**Institutional Review Board Courses: IRB 101: Navigating the IRB Submission Process**
2/6/2020
11:00am-noon
Pioneer Room, MU

In this session you will learn tips on developing and submitting protocols to the IRB. A member of the IRB staff will walk through key sections of the IRB application and explain what the IRB looks for during the review process.

**Institutional Review Board Courses: IRB Basics: Protecting Human Research Subjects**
2/11/2019
11:00am-noon
Cardinal Room, MU

This is the second session of a three-part series that looks more in-depth at components of the IRB submission process. Participants in this session will discuss the risk in human subjects research and how to assess and mitigate that risk. We'll also examine consistency and data security measures to protect research subjects.

**Agency Workshops: NSF Proposal Development**
2/20/2020
1:30-3:30pm
Cardinal Room, MU

In this session you will learn about the recent changes to NSF Policies & Procedures along with NSF-specific requirements, tips, and tricks for proposal development. This training was created with Grant Coordinators in mind, but would also be useful for Investigators and Post-Docs who intend to seek NSF funding.

**Agency Workshops: Early CAREER Foundation Awards**
2/25/2020
8:30-10:00am
Cardinal Room, MU

This seminar will provide you with an overview of early career awards, but will focus on awards offered by private foundations. You'll get useful information on ISU Foundation and how they can help you pursue funding. You'll also receive general information about other early career awards offered by the federal government. Finally, you'll hear from other ISU faculty who have experience pursuing and receiving early career awards, and how those awards helped shape their careers.

**Agency Workshops: NIH Proposal Development**
2/26/2020
1:00-2:00pm
Gold Room, MU

In this session you will learn about NIH-specific requirements including budgets and the different types of budget justifications. We'll also touch on salary caps, just-in-time requests, standard due dates and start dates, and proposal scoring. You'll walk away with some tips, tricks and common issues with proposal development, and you'll have some useful resources to help you through the proposal development process. Come prepared with your pre-award and proposal development questions!

**Institutional Review Board Courses: IRB Basics: Informed Consent**
2/27/2020
11:00am-noon
Gold Room, MU

This is the third session of a three-part series that looks more in-depth at components of the IRB submission process. In this session, participants will learn about the informed consent process, including participant recruitment and the informed consent document. Discussion will center around what's required of you as the researcher, and best practices for designing and administering consent.
March 2020

1. Award Administration: Subrecipient Monitoring
   3/12/2020
   10:00-11:30am
   Gold Room, MU

   This session will give you guidelines and suggestions on managing the logistics of funded research projects that include subrecipients and/or collaborators. We'll include a discussion of reporting requirements and mechanisms, and build your awareness of what funding agencies expect of you and of your subrecipients.

2. Special Events:
   Iowa State Research Day
   3/20/2020
   Iowa State University
   MU

   Save the date for the third annual Iowa State Research Day! This celebration gets better every year, thanks to our engaged research community at Iowa State. You'll see the same exciting programs as you did at last year's event, including posters, exhibits, art, and creative expressions, plus the popular lightning talk sessions, and more!

3. Broader Impacts:
   Broader Impacts Identity
   3/21/2020
   2:00-4:00pm
   Cardinal Room, MU

   This workshop explores the notion that just as a researcher has a "research identity" (i.e., the impact they have on their research community and the research legacy they wish to leave), so too, should they have a Broader Impacts Identity that will represent the long-term impact and legacy their BI efforts will have on society, as a whole. It focuses on the idea of intertwining research identity and BI identity, to chart out an overall impact identity, and takes participants through a series of interactive, hands-on, individual and small-group activities to create in impact inventory and use that to start forging an impact identity.

Spring 2020

April 2020

1. Award Administration:
   PI Transfers and Revised Gold Sheets
   4/2/2020
   9:00-10:30am
   Room 3228, MU

   If you have a PI leaving before the next school year, this training is for you! OSPA, DPTT, and SPA will present on tips and tricks to make your life as a research administrator as easy as possible during this chaotic time. Whether you're dealing with research awards from federal agencies, industry, non-profits, universities, or independent sponsors, you'll learn:

   - What steps you and your PI should take as research at Iowa State draws to a close;
   - When to transfer or close out awards; and
   - How to apply for affiliate status here at Iowa State

   We'll also talk with you about the revised GoldSheet process for those awards that will stay with the university. Come prepared to ask questions and share your own experiences! This topic will be most useful for grant coordinators and fiscal officers, but PIs and other department personnel are welcome to attend.

2. Agency Workshops:
   USDA Proposal Development
   4/16/2020
   1:30-3:30pm
   Gold Room, MU

   In this session you will learn about USDA and USDA NIFA-specific requirements, including indirect cost limitations, cost-share requirements, and other agency-specific forms. You'll walk away with some tips and tricks for dealing with common proposal development issues, and you'll have some useful resources to help you through the proposal development process. Come prepared with your pre-award and proposal development questions!

3. Award Administration:
   Post-Award Actions 201
   4/25/2020
   2:30-4:00pm
   Room 3228, MU

   Take a deeper dive into post-award actions in our 201 session. This will be an interactive conversation where you can get answers to your questions and advice on how to handle unique situations with specific federal sponsors. You'll leave with some useful tools and resources you can use to be more efficient in your day-to-day work.

Check the events calendar at www.research.iastate.edu for updates and the most current information.