



Office of Sponsored Programs

Post-Award Summer Seminar: After Your Department is Awarded A Grant

Wednesday, July 17, 2024 • 8AM - 4PM • SGA Chambers (DSU 2081)

WELCOME

8:00 Dr. Jenni Redifer, Interim Associate Provost for Research

EXTERNAL GRANTS

8:15 Steva Kaufkins, Manager, Grants and Contracts

Regina Allen, Associate Director of Research Administration

- Who Does What in OSP and How Do I Contact Them?
- OSP Email Accounts
- Grants Life Cycle
- Post-Award, Explained
- The Grants Process, Step by Step
- You Really Do Need to Know This!
 - Order of Precedence
 - Uniform Guidance
 - Sponsor Guidelines
 - WKU Policies
- Everything You Always Wanted to Know But Didn't Know Who To Ask!
 - Do I Use an EPAF, a Form 16 or a Payment Authorization to Pay Someone?
 - Determination of Contractor Status Form
 - How Do I Know if a Purchase is Allowable?
 - Other Questions, Comments, Suggestions: Now's Your Chance!
- SPIRIT: What Is It and What Can It Do for Me?

10:15 BREAK

10:30 Jo Scuggs, Manager, Grants and Contracts

- An In-Depth Look:
 - The Chart of Accounts and Its Process
 - Budget Reallocations
 - No-Cost Extensions

11:45 LUNCH – Fresh Food Company - Compliments of the Office of Research and Creative Activity

SPECIAL GUEST SPEAKERS

12:45 Wendy DeCroix, Budget Coordinator, Ogden College of Science and Engineering

- Best Practices: One College's Perspective

1:15 Grants & Contracts Accounting

1:45 Human Resources

2:15 Purchasing

2:45 Travel

3:00 BREAK

3:15 Jo Scuggs, Manager, Grants and Contracts

Brittany Hix, Manager, Budgets and Resources

- Research and Creative Activities Program (RCAP)
- Faculty-Undergraduate Student Engagement (FUSE)

3:45 WRAP UP/QUESTIONS/EVALUATIONS/THANK YOU!