



**Professional Development Workshops  
Presented by Faculty from the  
Mid-Atlantic Region of the  
National Council of University Research Administrators**



***Research Administration at Predominantly Undergraduate  
Institutions: Doing it All, Gracefully***

**Course Description**

This interactive, participant-centered workshop will cover the major functions of the sponsored projects enterprise at a PUI. Information will be presented through the lens of office organization and roles and responsibilities. Participants will be led through a discussion of strategies for managing the breadth of sponsored projects development and administration at a PUI, from concept through closeout, with emphasis on effective priority setting. Threaded throughout the discussion on each major function will be a focus on positively impacting the management of that function through the use of relationship-building strategies and of metrics.

**Learning Objectives**

At the end of the workshop, participants will be able to:

- Describe the unique mission a sponsored programs office at a PUI
- Describe the overall scope of the sponsored projects adventure at a PUI
- Describe roles and responsibilities for the major positions involved in sponsored projects administration at a PUI
- Find information, through research or a network of colleagues, to answer seldom-encountered questions about sponsored projects administration

**Prerequisites:** Basic understanding of the management of sponsored projects.

**Who Should Attend**

Individuals involved in any aspect of sponsored projects administration at PUIs (including financial, development, and academic affairs professionals as well as research administrators).