The Office of Sponsored Programs

Fall 2015 Seminars

The OSP seminar series is designed for WKU faculty and staff and is offered during the fall and spring semesters each year. Campus-wide email announcements will be sent prior to each seminar. Seating is limited.

** REGISTER HERE: www.wku.edu/pdevents **

Introduction to External Grants
Thursday, September 3, 2015
2:30 – 4:30 p.m. Potter Hall 301

Designed as an overview for faculty and staff who have never submitted a proposal for external funds. Topics addressed include: WKU grants policies and procedures, searching for funding sources, working with federal agencies or private foundations, planning and developing a proposal strategy, writing a proposal narrative, developing a budget, and post-award administration.

Introduction to Funding Searches
Wednesday, September 9, 2015
2:30 – 4:00 p.m. College High Hall 2125

We will cover several funding search resources available to WKU Faculty, Staff, and Students. Learn to connect with available funding opportunities and/or potential collaborators through PIVOT, the Grants Resource Center, & Grants.gov.

After the Award Letter: How to Administer Your Grant Award
Thursday, September 17, 2015
2:30 – 4:30 p.m. Potter Hall 301

If you are a new project director or principal investigator, or work in an office that handles grant funds, this workshop is for you. This session includes topics such as: Now that I have grant money, how do I spend it responsibly? If XYZ Agency wants to give me money for a project, what do I do next? How do I request a re-allocation of funds and/or a no-cost extension? This seminar also offers an overview of ways to spend money on WKU’s campus — how to pay people, order supplies, etc.

Grants and Contracts Accounting
Wednesday, September 23, 2015
2:30 – 4:30 p.m. Potter Hall 301

Whether this is your first grant or you are a veteran, this session is designed for those in charge of managing a grant after it is awarded. This session includes topics such as: The difference between an inter-account and a budget transfer; purchasing policies related to grants; grant pay via EPAF or form 16; Time & Effort Reporting and Effort Certification - “What is the difference?”, “How do I complete them?”, and most importantly, “Why we are required to certify effort”.

The What, Why, and How of Intellectual Property at WKU
Wednesday, September 30, 2015
2:30 – 4:30 p.m. Potter Hall 301

An overview of intellectual property – the creations of the mind that are protected by a set of exclusive rights – and how WKU assists in allowing the owners of intellectual property to benefit from their innovative ideas. Discussion topics will include commercialization, technology transfer, and WKU’s intellectual property policy.

Other opportunities for learning

OSP staff is always available for individuals, departments, colleges, and small groups to search for funding opportunities, subscribe to automated alert services, and learn more about grant administration at WKU. For more information:

Phone 745-4652  •  Email sponsored.programs@wku.edu  •  Visit www.wku.edu/sponsoredprograms/

• Register www.wku.edu/pdevents •