



# Office of Sponsored Programs Seminars

*The OSP seminar series is designed for WKU faculty and staff and is offered during the Fall and Spring semesters each year.*  
**Watch for email announcements from [sponsored.programs@wku.edu](mailto:sponsored.programs@wku.edu)**

## **Internal Grants at WKU**

This seminar provides an overview of the internal grant programs administered by the Office of Sponsored Programs: Research & Creative Activities Program (RCAP) and Faculty-Undergraduate Student Engagement (FUSE).

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## **Introduction to External Grants**

An overview of WKU grants policies and procedures, searching for funding sources, planning and developing a proposal strategy, writing a proposal narrative, developing a budget, and post-award administration.

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## **Introduction to Funding Searches**

Learn how to create and save funding opportunity searches; track and share funding announcements; automatically receive funding notices and updates; and search for collaborators worldwide using the researcher's PIVOT online tool.

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## **Research Integrity at WKU**

The Office of Research Integrity provides an overview of the policies and procedures related to the rights, welfare, and security of faculty, staff, and students involved in research activities at WKU. Topics include institutional biosafety, export controls, animal care & use, human subjects, institutional training requirements, and responsible conduct of research.

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## **The What, Why, and How of Intellectual Property at WKU**

An overview of intellectual property – the creations of the mind that are protected by a set of exclusive rights – and how the Office of Research 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.

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## **After the Award Letter: How to Administer Your Grant Award**

If you are a new project director or principal investigator, or work in an office that handles grant funds, this workshop is for you. Now that you have your grant money, how do you spend it responsibly? This seminar offers an overview of ways to spend money on WKU's campus — how to pay people, order supplies, transfer funds from one line item of your budget to another.

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## **Grants and Contracts Accounting**

Whether this is your first grant or you are a veteran, this session is designed for project directors and those in charge of managing a grant after it is awarded. Topics include: the difference between an inter-account and a budget transfer; purchasing policies related to grants; grant pay via EPAF or form 16; and Time & Effort Reporting and Effort Certification.

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