## COURSE CURRICULUM
### Cancer Research Administration Certificate Program
Semester 2 (Spring)
3 Credit Hour Course – GS21 1733 Cancer Research Administration and Management, Post-Award

**Note: The dates and assignments are subject to change at the discretion of the Instructor.**

<table>
<thead>
<tr>
<th>Week</th>
<th>Agenda/Topic</th>
<th>Due on this Date</th>
<th>Instructor Guest Lecturer</th>
</tr>
</thead>
</table>
| Week 1 (Jan 16) and Week 2 (Jan 23) | Fundamentals of Post-Award Administration  
- Account Establishment  
- Expense Monitoring  
- Billing  
- Re-budgeting  
- Industry Sponsored Payment Arrangement  
- Cost Transfers  
- Reporting (Minority Owned Businesses, etc.)  
- Subrecipient Monitoring  
Your Cancer Center got the award…now what? | Reading: Chapters 41 and 42  
Assignment: Write a one page paper identifying the primary hand-offs from Pre to Post Award  
*(Complete assignment before class)* | *Rachelle Mainard / Rick Valdez / Jamie Farias* |
| | Award Management  
- Accounting systems/management information systems  
- Sponsor documents  
- Internal documents  
- Sponsor Financial Reporting  
- Accounting processes  
- Effort Reporting  
- Internal Controls  
- Cost Transfers  
- Auditing  
- Types  
- Internal and External Requirements  
- Allowable Costs | Reading: Chapters 41 and 42  
Assignment: Write a two page paper describing the pros and cons of cradle to grave research administration.  
*(Complete assignment before class)* | *Jennifer Husmo / Rick Valdez / Sofia Wied* |
| | Suggested Invited guest speaker(s): Shana Foster-Mathews / Amanda Ferguson | |
| | Reading: Chapters 1, 14  
Assignment: Write a one page paper describing your leadership style  
*(Complete assignment before class)* | *Emily Roarty / Rachelle Mainard* |
| Week 5 (Feb 13) | Project Management Basics  
Leadership and Communication  
Personnel and Performance Management  
- Benchmarking in Research Organizations  
Key Performance Metrics | Reading: Chapters 41 and 42  
Assignment: Write a two page paper describing the pros and cons of cradle to grave research administration.  
*(Complete assignment before class)* | |
| | In class activity: Leadership & Coaching activity | |
| Suggested Invited guest speaker(s): TBD HR representative |
| Week 6  
(Feb 20) | Ethics and Professionalism  
□ Conflict of Interest  
□ Bioethics  
□ Human Subjects  
□ Animal Care  
□ Professional  | Reading: Chapter 49 and 52  
**Group Assignment:** Choose one of the five topics and write an institutional policy  
*(Complete assignment before class)*  | *Rick Valdez*  
**Suggested Invited guest speaker(s):**  
Paolo Mangahas |
|---|---|---|---|
| Week 7  
(Feb 27) | Contracts and Purchasing  
□ Basic Legal Concepts  
□ Management of Contracts and Purchasing  
□ Termination and Appeals  
□ Subcontracts  | Reading: Chapter 33-36  
**Assignment:** Take home quiz on legal concepts  | *Jennifer Husmo*  
**Suggested Invited guest speaker(s):**  
Houston Mitchell / Shana Foster-Mathews / TBD (Records Mgmt) |
| Week 8  
(Mar 6) | Human Resource Management  
□ Employee/Labor Relations  
□ Career Development/Training  
□ Staffing  
□ Affirmative Action/Equal Employment Opportunity  
□ Compensation  | Reading: Chapters 6 & 9  
**Assignment:** Look into the future and write a one page paper describing your career as a research administrator *(Complete assignment before class)*  | *Jennifer Husmo / Sofia Wied / Julio Allo*  
**Suggested Invited guest speaker(s):**  
TBD HR representative |
| Week 9  
(Mar 27) | Clinical Trials Administration I  
□ Cancer Clinical Trials  | Reading: Chapters 19 and 20  
**Assignment:** Take home quiz on Clinical Trials and Regulatory concepts  
**In-class activity:** TBD by Instructor  | *Julio Allo*  
**Suggested Invited guest speaker(s):**  
Mary Veazie / Claire Bartell |
| Week 10  
(April 3) | Clinical Trials Administration II  
□ Cancer Clinical Trials  
HSS NIH, [https://era.nih.gov/hss_overview.cfm](https://era.nih.gov/hss_overview.cfm)  | Reading: Chapter 13, 49, 55-56  | *Julio Allo*  
**Suggested Invited guest speaker(s):**  
Jason Love / Marlana Klinger |
| Week 11  
(Mar 13) | Facility Management  
□ Specialized Facilities  
□ Service Centers  
□ Program Income  
□ Property, Utility, and Equipment Management  
□ Lab Management  | Reading: Chapters 41 and 42  
**NO in-class activity**  | *Jennifer Husmo*  
**Suggested Invited guest speaker(s):**  
Kat Hale (Shared Resources) |
| Week 12  
(April 10) | Collection and Dissemination of Information  
□ Marketing-Internal & External  
□ Resource Documents  
□ Dissemination of Information/Publication  
□ Public Relations  
□ Agency Structure and Practice  | Reading: Chapter 12  | *Toyin Babarinde*  
**Suggested Invited guest speaker(s):**  
TBD Publications Coordinator |
| Week 13 (April 17) | Data Quality and Management  
- Research Integrity  
- Regulations  
- Responsibilities  
- Guidelines  

**Intellectual Property and Technology Transfer**  
- Patents  
- Copyrights  
- Licensing  
- Commercialization  
- Data  

**Proprietary Information** |

| Week 14 (April 24) | **Special Circumstances**  
- Program Projects  
- Training Grants/Trainees  
- Contract Management  

**Closeouts**  
- No Cost Extensions  
- Renewals  

What’s Next? |

| Week 15 (May 1) | **Final Exam and Presentations** |

---

**INSTRUCTIONAL MATERIALS**

Handouts to be provided by Instructor.

Research Administration and Management by **Elliott C. Kulakowski** (Author), **Lynne U. Chronister** (Author)

**Note:** At least 3 credit hour Cancer related elective required.

**Course Options:**
- GS21 1613 Translational Cancer Research *(GSBS courses)* 3 credit hours
- GS21 1232 Translational Sciences: From Bedside to Bench and Back *(GSBS courses)* 3 credit hours
- GS04 1235 Basic and Translational Cancer Biology *(GSBS courses)* 5 credit hours *(enrollment at the discretion of Course Director)*

---

*Sofia Wied / Eboni Pettus  
Suggested Invited guest speaker(s):  
Liz Burton / Luetta Allen (Intellectual Property)*

*Emily Roarty / Sofia Wied  
Suggested Invited guest speaker(s):  
Paolo Mangahas*