

IBISResearch Virtual Learning – March 2020

Registration is through [ULearn](#). Use keyword **IBIS** in the search box.

In light of the rapidly evolving situation with coronavirus (COVID-19), all IBISResearch training will be conducted via remote learning until otherwise noted. This is in line with the University's plan to ensure everyone's safety and mitigate the transmission of the virus. Participants who register through [ULearn](#) will be provided a Zoom link 24 hours prior to the scheduled training date along with the handout materials.

IBISResearch: Create and Submit a Proposal

This hands-on workshop focusing on Proposals, is intended for administrators and researchers to learn how to navigate the system, create a funding proposal, SF424 federal application, and budgets (including cost share and subaward budgets) in IBISResearch. Participants will route a proposal for department approval and submit to ORA for final review and submission to the sponsor. This class is a **PREREQUISITE for IBISResearch: Managing Awards**.

- **March 16 - 9 a.m. – 12 p.m. (CANCELLED)**
- **March 17 – 2 p.m. – 5 p.m.**
- **March 18 – 2 p.m. – 5 p.m.**
- **March 23 – 9 a.m. – 12 p.m.**
- **March 26 – 2 p.m. – 5 p.m.**

IBISResearch: Managing Awards

This hands-on workshop focusing on award management, is intended for administrators and researchers involved in setting up and managing sponsored activities in IBISResearch. Participants will create a continuation, revision, and resubmission application. They will also learn how to submit a Just-In-Time request, or respond to an Agency Request, request an award modification and create an agreement from a related proposal. **PREREQUISITE IBISResearch: Create and Submit a Proposal**.

- **March 16 – 2 p.m. – 5 p.m. (CANCELLED)**
- **March 18 – 9 a.m. – 12 p.m.**
- **March 19 – 9 a.m. – 12 p.m.**
- **March 23 – 2 p.m. – 5 p.m.**
- **March 26 – 9 a.m. – 12 p.m.**
- **March 30 – 9 a.m. – 12 p.m.**
- **March 31 – 2 p.m. – 5 p.m.**

IBISResearch: Agreements

This hands-on workshop focusing Agreements, is intended for administrators and researchers to learn how to navigate the system and create agreements in IBISResearch. Individuals who submit contracts or agreements to ORA regularly are encouraged to attend this workshop. Additionally, it is recommended that Individuals take the ***IBISResearch: Create and Submit a Proposal*** for a more in-depth knowledge of IBISResearch prior to attending this workshop.

- **March 17 – 10 a.m. – noon**
- **March 19 – 2 p.m. – 4 p.m.**
- **March 20 – 9 a.m. – 11 a.m.**
- **March 25 – 2 p.m. – 4 p.m.**
- **March 30 – 2 p.m. – 4 p.m.**
- **March 31 – 9 a.m. – 11 a.m.**

IBISResearch: Navigating the System for PIs

This offering is intended for Principal Investigators who wish to learn how to navigate the IBISResearch System and submit information to ORA. The objectives of this session are to:

- Demonstrate the new terminology and navigation of IBISResearch
- Demonstrate how to upload and review the Research Plan
- Explain how to track proposals, awards, agreements and amendments in IBISResearch
- Show how to interact with the Office of Research Administration in IBISResearch related to:
 - grant status
 - responding to clarification requests
 - create an Ancillary Review (higher Approval) and;
 - submit Just-In-Time information
- **March 20 – 2 p.m. – 3 p.m.**
- **March 25 – 11 a.m. – 12 p.m.**

IBISResearch: Department Reviewer

This offering is intended for department personnel who are responsible for reviewing and approving proposals prior to submission to the Office of Research Administration. The objectives of this session are to:

- Demonstrate the new terminology and navigation of IBISResearch
 - Review how to find, review, and approve a proposal
 - Show how to request clarification from the PI/Study Staff and submit the proposal to the Office of Research Administration for final review and submission to the sponsor
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- **March 20 – 3 p.m. – 4 p.m.**
 - **March 25 – 9 a.m. – 10 a.m.**

IBISResearch: Ancillary Reviewer

The preparation and submission of applications and/or the negotiation of agreements often require the Principal Investigator, study staff or specialists in the Office of Research Administration to seek higher approvals, or obtain input from other areas, referred to as Ancillary Reviews in IBISResearch. This short class will demonstrate to the Ancillary Reviewers how to review the request in IBISResearch and submit their response. It is recommended for anyone who will be reviewing and approving an Ancillary Reviews in IBISResearch.

- **March 20 – 11:30 a.m. - 12:00 p.m.**
- **March 25 – 10:30 a.m. – 11:00 a.m.**