



University of Washington

Faculty Grants  
Management  
Program

## Resources

- Key Contact Directory
- Professional & Organizational Development Classes  
Related to Grants Management

**Contents**

I. Departmental Contacts ..... 3

II. Related Quarterly Courses offered by UW Professional &  
Organizational Development (POD) ..... 5

*Related POD Courses* .....5

III. Grants Management Discussion Group (QRAM) ..... 6

IV. How to Monitor Budget Activity On-line ..... 6

    Training Resources for FIN: Financial Systems Inquiries ..... 6

    Computing and Information Resources..... 7

V. Executive Orders Covering Employee Responsibilities ..... 8



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## FACULTY GRANTS MANAGEMENT PROGRAM

### Office of Sponsored Programs

Campus Box 355754

 [Web site: www.washington.edu/research/osp/](http://www.washington.edu/research/osp/)

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### Professional & Organizational Development (POD)

Campus Box 354570

 [FGM program web site: www.washington.edu/admin/hr/pod/fgm.html](http://www.washington.edu/admin/hr/pod/fgm.html)

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FGM program questions and online registration

[fgm@u.washington.edu](mailto:fgm@u.washington.edu)

 [POD web site: www.washington.edu/admin/hr/pod/](http://www.washington.edu/admin/hr/pod/)

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POD information

543-1957

[pod@u.washington.edu](mailto:pod@u.washington.edu)

### Purchasing

Campus Box 351110

 [Web site: www.washington.edu/admin/purchstores/](http://www.washington.edu/admin/purchstores/)

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### Travel

Campus Box 351117

 [Web site: www.washington.edu/admin/finserv/travel/](http://www.washington.edu/admin/finserv/travel/)

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## II. Related Quarterly Courses offered by UW Professional & Organizational Development (POD)

Professional & Organizational Development (POD) offers many classes that are useful to those who manage grants. Most classes are taught by staff from departments managing fiscal duties, or by experienced UW employees who actually perform the duties.

-  [Access the Fiscal Procedures and Management category of the POD online catalog](#) (you may be required to enter your UW NetID).
-  For a paper copy of POD's quarterly catalog, including course times, dates, costs, and instructors, e-mail [pod@u.washington.edu](mailto:pod@u.washington.edu) or call 543-1957.

### Related POD Courses

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-  Click on the following links for current offerings and course descriptions (you may be required to enter your UW NetID):

[Facilities and Administrative Rate Calculation \(Q0550\)](#)

[Fundamentals of Grant & Contract Management \(Q0120\)](#)

[Grant Research and Proposal Writing \(Q0130\)](#)

[Good Internal Practices and Fraud Prevention Tips \(Q0390\)](#)

[Grant and Contract Fiscal Administration I \(Q0401\)](#)

[Grant and Contract Fiscal Administration II \(Q0402\)](#)

[Managing Your Department's Money to Withstand Audit \(Q0440\)](#)

[Payroll: Beyond the Basics \(Q0610\)](#)

[Payroll: The Basics \(Q0190\)](#)

[Recharge Center Seminar \(Q0590\)](#)

[State Budgets—System Operation and Maintenance \(Q0480\)](#)

[Travel Process and Procedures \(Q0520\)](#)

[UW Purchasing Process \(Q0530\)](#)

*Note: Professional & Organizational Development's quarterly classes are not part of the Faculty Grants Management Program and do not fulfill the Faculty Grants Management Program attendance requirements for principal investigators.*

### III. Grants Management Discussion Group (QRAM)

Financial Administrators are invited to attend Quarterly Research Administrator Meetings (QRAM) to discuss issues and receive updates on fiscal management or sponsored projects. Discussions are led by Sue Camber, Assistant Vice President, Research Accounting and Analysis, and Carol Zuiches, Assistant Vice Provost for Research and Executive Director of Office of Sponsored Programs.

 Contact Sue Camber at [scamber@u.washington.edu](mailto:scamber@u.washington.edu) to be added to the QRAM e-mail list.

 [Click here for more information on QRAM.](#)

### IV. How to Monitor Budget Activity On-line

Principal investigators can monitor daily budget activity on-line through the University of Washington Administrative Systems using **FIN: Financial Systems Inquiries**. To have access to administrative applications, you must have a valid usercode and password assigned by Computing & Communications; to obtain these, fill out an Access Form.

 For an Access Form, e-mail [info@cac.washington.edu](mailto:info@cac.washington.edu) or call (206) 543-5970.

## Training Resources for FIN: Financial Systems Inquiries

### Introduction to Administrative Systems

This on-line training guide provides an overview of all systems, services, and training provided for administrative applications. You will learn procedures for signing on and off, common keyboard operations, command shortcuts, system messages, and security. You will gain information about the Access Form for administrative systems and other resources available on the campus network.

 [Access the online introductory training.](#)

 [Access the online training guide for FIN – Financial Systems Inquiries.](#)

## R940 & R941: My Financial Desktop (Financial System Queries and Reports)

R940 provides introductory information such as what it is, how it works, getting access, and supported browsers/platforms. Session also covers general navigation of the application and its REPORTS; R941 provides information on how to utilize the Query function such as what it is, how it works, helpful resources and in-class exercises. To succeed in these classes, it's helpful to have general knowledge of UW Financial Procedures and basic computer skills (including Microsoft Excel).



[Click here for the quarterly schedule for R940.](#)



[Click here for the quarterly schedule for R941.](#)

## Computing and Information Resources

### Access to Administrative Systems



E-mail [info@cac.washington.edu](mailto:info@cac.washington.edu) or call (206) 543-5970

### Administrative Systems Consulting (support and training for use of administrative systems)



E-mail [is-cst@cac.washington.edu](mailto:is-cst@cac.washington.edu)

### Administrative Applications Group (requests for and problems with access)



E-mail [adminapp@u.washington.edu](mailto:adminapp@u.washington.edu)

## V. Executive Orders Covering Employee Responsibilities

The new and revised Executive Orders covering employee responsibilities can be found in the University of Washington Handbook.

The Executive Orders include:

- Preamble
- Employee Conflict of Interest
- Basic Principles
- Employment of More Than One Member of a Household
- Policy Governing Acceptance of Honoraria
- Outside Professional Work Policy
- Involvement with Commercial Enterprise
- Personal Use of University Facilities and Equipment by University Employees



[Access the above information online.](#)