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# UNIVERSITY OF WASHINGTON

OFFICE OF THE PROVOST

August 24, 1994

Deans, Directors, and Chairs

Dear Colleagues:

As one of the country's leading public research institutions, the University of Washington is faced with managing its research activities under increasingly complex regulations by funding agencies, and federal and state governments. The Office of the Provost, in conjunction with the University's Office of Financial Management, is offering Faculty Grants Management Workshops to faculty members and principal investigators to provide them basic information about managing the fiscal aspects of grants and contracts. The two-hour program will be presented by the directors of Grant and Contract Services, Department of Audits, and Grant and Contract Accounting.

Beginning October 1, 1994, all University of Washington faculty members and non-faculty principal investigators who receive externally funded grants and contracts are required to attend a Faculty Grants Management Workshop at least every three years, or more often if notification of significant changes in funding policy are made. The policies for attendance at these workshops are as follows:

1. It is mandatory that all faculty members who receive a new award or an award renewal attend a workshop within two months of notification of the award or renewal.
2. Faculty members with active awards are expected to attend a workshop as soon as possible.
3. Faculty members who are writing a proposal or considering writing a proposal are strongly encouraged to attend one of the workshops as soon as possible.
4. Professional staff who have signatory authority on grants and contracts may also attend if accompanying the responsible principal investigator.

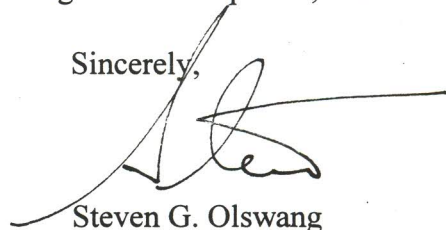
UW Training and Development will send notices, with information about programs, workshop schedule, and registration directions, in late September, to all faculty with active grants. Additionally, a similar notice will be placed in the September 29 edition of *University Week*. Throughout the year, as new grant and contact awards or renewals are received, principal investigators will receive individual registration details. However, it is very important that you share with your faculty this expectation for attendance well in advance of these notices.

Workshops for Autumn Quarter will be Wednesday, October 19, 1:30 - 3:30 p.m.;  
Wednesday, November 2, 10:00 a.m. - 12:00 noon; Wednesday, November 30, 1:30 - 3:30 p.m.

and Tuesday, December 13, 10:00 a.m. - 12:00 noon. Quarterly reports will be sent to the Deans listing the faculty who have attended and those who need to attend a workshop. The schedule for Winter and Spring Quarters will be announced in due course.

Principal investigators who do not fulfill their obligations to attend a Faculty Grants Management Workshop will have expenditure authority on their grants withheld until attendance is arranged. Substitutes for the PI will not be considered. Of course, anyone who has been to a previous session (April 21, June 15, or July 20) has already met their workshop requirement. Attendance information is available by calling UW Training and Development, 543-1957.

Sincerely,



Steven G. Olswang  
Vice Provost

SGO:ghf

cc: Dr. William P. Gerberding  
Mr. Donald Allen  
Ms. Ann Anderson  
Ms. Ruth Olson  
Dr. David Thorud  
Dr. Tallman Trask III  
Mr. Max Whisler