









University Required Training







Pre-Requisites

-  University as a Business Organization
-  Federal Cost Principles
-  Finance Overview including Chart of Accounts
-  Accounting Comes Alive
-  Business Transactions
-  SAP ECC Navigation



Specific University Training

-  Introduction to Research Administration*
-  Systems and Finance*




Account Management

-  Introduction to Analysis
-  Analysis Basic Navigation
-  Monthly Account Reconciliation Guidelines and Record Retention
-  Account Reconciliation
-  Non-Payroll Cost Transfer Policies and Procedures
-  Non-Payroll Cost Transfer




Purchasing

-  Purchasing Policies and Procedures
-  Equipment Purchasing (JHU)

Accounts Payable















-  Processing Online Payments
-  Travel and Business Expense Reimbursement
-  Processing Independent Contractors (\$5000+)

Legend


-  E-course
-  FastFacts
-  Instructor-led Class
- * Full-time Program Only

Specific University Training (continued)

Sponsored Projects

-  Introduction to Sponsored Projects
-  Business Ethics Training for Faculty and Staff Working on Federal Contracts
-  Proposal Preparation
-  (Coeus 1a) Introduction to Coeus: C1a
-  (Coeus 1b) Introduction to Coeus: C1b
-  (Coeus 2) Proposal Development Detail: Assembling a Proposal
-  (Coeus 3) Proposal Development Detail: fixing errors and understanding validations
-  Budget Development
-  Sponsored IO Budget Distribution (GM_CREATE_BUDGET)
-  Administrative Management of Training Grants and Fellowships
-  Monitoring Subrecipient Activity
-  Effort Reporting System-Admins
-  Effort Reporting System-Certifiers
-  Closeout Procedures

HR/Payroll Administration

-  Payroll Cost Transfer – eForms

Individualized Training


- Sponsored Projects Shared Services
- Research Administration
- Department
- Internal Audits

Monthly Seminar Series










- Internal Audits
- Effort Reporting/Facilities and Administration
- Export Controls
- Global Compliance
- Hazardous Materials
- Human Subjects–Internal Review Board (IRB)
- Animal Care and Use
- Clinical Research
- Conflict of Interest
- Funding from Corporations and Foundations
- Contracts
- Tech Transfer
- Subcontracts

Optional

Sponsored Projects

-  Business Ethics Training for Foreign Field Offices

HR/Payroll Administration

-  Organization Management Administration - ISRs
-  Enhanced Hire ISR Form
-  Enhanced Salary Change ISR Form
-  Hiring a Non-US Citizen
-  Salary Overpayments
-  Processing Leave of Absence (LOA) ISRs in SAP
-  Managing Payroll for Leaves and Terminations
-  Time Entry
-  The Electronic Time and Attendance Form (E210)

Click the course titles to view course descriptions, dates, and times, or visit the website learning.jhu.edu

Heading1

E-Courses

Getting to Know Outlook 2016

Books 24x7

Instructor-Led Courses

Heading1

Instructor-Led Courses

E-Courses

Books 24x7

Creating and Modifying Forms in Access 2013

Heading1

Instructor-Led Courses

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E-Courses

Books 24x7

Heading1

Instructor-Led Courses

Word 2013: Part 1

Word 2013: Part 2

Word 2013: Part 3

E-Courses

Books 24x7

Creating Presentations in PowerPoint 2013

Heading1

Instructor-Led Courses

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Creating Presentations in PowerPoint 2013

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Instructor-Led Courses

Word 2013: Part 1

Word 2013: Part 2