## 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

### 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
- Fixed Assets Shared Service Center Equipment and Inventory

#### Accounts Payable
- Processing Payment Requests
- Creating an Expense Report in Concur

#### 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 for Sponsored Projects
- (Coeus 2) Proposal Development Detail: Assembling a Proposal
- Budget Development for Sponsored Projects
- 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 for Sponsored Projects

### HR/Payroll Administration
- Payroll Cost Transfer – eForms

### Individualized Training

#### Sponsored Projects Shared Services
- Research Administration Department
- Internal Audits
- Divisional Business Office*

## Monthly Seminar Series

### Internal Audits
- 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

### Optional

#### Sponsored Projects
- Business Ethics Training for Foreign Field Offices

#### HR/Payroll Administration
- Organization Management Admin - ISRs
- Enhanced Salary Change ISR Form
- Hiring a Non-US Citizen
- Salary Overpayments
- 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

SPSS staff are exempt from Sponsored IO Budget Distribution (GM_Create_Budget)
Research Administration Training Program

**Introductory Training***

**E-Courses***
- Preventing and Addressing Harassment and Sexual Misconduct
- NCURA Life Cycle of an Award 1 Proposal Development (Parts 1 – 3)
- NCURA Life Cycle of an Award 2 Pre-Award and Budgeting (Parts 1 – 3)
- NCURA Life Cycle of an Award 3 Award Negotiation and Acceptance (Parts 1 – 3)
- NCURA Life Cycle of an Award 4 Award Management (Parts 1 – 2)
- NCURA Life Cycle of an Award 5 Compliance (Parts 1 – 2)
- The JHU Finance Website: A Quick Tour
- Introduction to JHURA Systems: Overview (Part 1)
- Introduction to JHURA Systems: JAWS (Part 2)
- Introduction to JHURA Systems: SWIFT (Part 3)

**Instructor-Led Courses***
- Excel 2016 Part 1

**Soft Skills Training***
- Communicating with Tact and Professionalism
- Emotional Intelligence
- Giving and Receiving Feedback for JHU Staff
- Managing Multiple Priorities: The Discipline of Getting Things Done
- Living Well with Stress: Create Calm and Change Your Outlook