

From: Daniel K Shapiro [mailto:dkshapir@usc.edu]  
Sent: Monday, January 31, 2005 2:28 PM  
Subject: Reminder regarding mandatory Office of Compliance Grants Management Education Program

Hello,

This is a reminder that all principal investigators, co-investigators and research administrators listed on the Proposal Approval Record (PAR) or requesting expenditure authority on a sponsored project account must complete the Grants Management Education program in order to obtain access to sponsored projects funds or the budget administration system for any new and/or incremental funds on new, continuing or supplemental sponsored projects.

Failure to complete the Grants Management Education program will result in the:

Department of Contracts and Grants withholding the release of any new and/or incremental funds on new, continuing or supplemental sponsored projects  
Financial Services Administration Department blocking access to the budget administration system of the research account until the individuals requesting such access have completed the program.

The Grants Management Education program consists of two courses, only one of which must be completed to satisfy the Grants Management Education program training requirement:

A course primarily designed to addresses fiscal and administrative issues associated with sponsored projects from project proposal through closeout. This course is offered via live lectures on both the UPC and HSC campuses. A course that emphasizes research integrity issues, such as conflict of interest, scientific misconduct, peer review, data management and mentoring. This course is offered on-line.

If you have yet to register for or complete the Grants Management Education program, please visit the Office of Compliance web site at [www.usc.edu/compliance](http://www.usc.edu/compliance) and click on the "Grants Management Education Program" link. Once you click on this link, you will find additional information about the program and also be able to register for the course that best suits your needs. You may also contact the Office of Compliance at (213) 740-8258.

Best wishes,

Daniel K. Shapiro, Esq.  
Assistant Director  
Office of Compliance  
3500 South Figueroa  
University Gardens, Suite 105  
Los Angeles, CA 90089-8007  
Phone: 213.740.8258  
Fax: 213.740.9657  
[daniel.shapiro@usc.edu](mailto:daniel.shapiro@usc.edu)