




## MEMORANDUM

**TO** UNM Main & Branch Campuses PIs and Co-PIs  
**FROM** Carlos Rey Romero, AVP for Research Administration   
**DATE** September 2, 2009  
**RE** Grants Management Program

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The University of New Mexico is committed to providing assistance to our faculty, researchers, and staff in addressing the increase in responsibilities of administration associated with sponsored projects (research, public service, and instruction). As an important step, the Office of the Vice President for Research has created a number of workshops focused on helping Principal Investigators manage sponsored projects and is developing training programs in conjunction with the Vice President for Finance focused on training departmental staff.

The UNM Executive Cabinet instituted a requirement that all principal investigators and co-principal investigators attend the UNM Grants Management Program: General Workshop. Due to an ever growing myriad of rules and regulations, the University has found itself under increased scrutiny by funding agencies that has resulted in investigations, audits and disciplinary actions. The General Workshop's objective is to uniformly brief all PIs and Co-PIs of the regulations, policies and procedures that pertain to the sound management of sponsored projects. This will provide you an opportunity to meet directly with representatives from the University's central offices concerned with sponsored project support and management.

**Participation is required of all principal investigators and co-principal investigators and recertification is needed every three (3) years.** We look forward to working with you in management of sponsored awards. Registration instructions are below.

If you have any questions or comments please feel free to contact me at [crom@unm.edu](mailto:crom@unm.edu).

Thank you.

### **Grants Management Program: General Workshop Registration Instructions**

The Employee and Organizational Development (EOD) website has current information on [scheduled session dates, times, and locations](#). Follow these steps for more information and to register for a **Grants Management Program: General Workshop** session:

1. Log in to [Learning Central](#) using your NetID and password
2. Click on 'Catalog' in the upper banner
3. Click on ' Research Administration ' in the left column
4. Click on the 'Register' button corresponding to the class you wish to attend

You will receive both an immediate e-mail confirmation and a reminder 5 days prior to the session's date. If you need registration assistance, please call EOD at **272-7740**.