



Submit Early! Reduce Stress and Risk

For the June and July deadlines, we strongly encouraged investigators and administrators to prepare, finalize and submit proposals prior to the last day of the deadline. This is something we encourage regardless of when a proposal is due, and the heavy deadlines of October 5, and November 5, are no exception.

Work toward these target dates, prior to the external deadline, for launching PD Records to OSRS:

- At least 10 days prior, launch PD Records for “Partial Review.” This step is important so that OSRS can review the budget in advance of the “Full Review” stage.
- At least 5 days prior, launch PD Records for “Full Review.”
- At least 2 days prior, launch, PD Records for “Final Review.”

See the timeline for October & November target dates for launching PD Records to OSRS.

Online Training Videos

If you have already completed RMS training and want to view all videos:

Choose the course you completed to view all available videos:

- RMS System Overview (those whose security was grandfathered from PDS and those who have inquiry-only access to RMS)
- Research Management System Training (those who requested new RMS access after May 7, 2018)

If you have NOT yet completed RMS training:

- Visit the RMS Online Training Page to determine which course you need to take.

In-Person Trainings

NEW: System-to-System (S2S) Classes

Attend in-person, live via Skype, or view at a later time in Learn@Work.

Danforth Campus

Tuesday, September 18, 2018

9:00 a.m. - 12:30 p.m.

Eads Hall

Room 003

Register for S2S RMS Training - Danforth

School of Medicine

Wednesday, September 19, 2018

9:00 a.m. - 12:30 p.m.

McDonnell Sciences Building

Training Room 100 (across from Shell Cafe)

Register for S2S RMS Training - School of Medicine

In this class you will learn:

- initial PD Record set up for S2S
- how to navigate through the tabs of an S2S

- how to add required and optional attachments
- how to submit to routes

Instructors:

- School of Medicine: Sonia Moore, Office of Sponsored Research Services; Bill Courtney, Oncology Research; and Joanne Cousins, Radiation Oncology
- Danforth: Sonia Moore, Office of Sponsored Research Services, Additional Speaker TBN

Drop-In Sessions

Drop-in sessions are scheduled through mid-November. Due to past feedback from the Danforth Campus RAs, sessions will continue to be held only at the School of Medicine campus.

All sessions take place at Farrell Learning and Teaching Center, Room 602

Monday, September 17, 2018, 12:00 p.m. – 3:30 p.m.

Tuesday, September 25, 2018, 12:00 p.m. – 3:30 p.m.

Wednesday, October 3, 2018, 12:00 p.m. – 3:30 p.m.

Wednesday, October 10, 2018, 9:00 a.m. - 12:30 p.m.

Tuesday, October 16, 2018, 12:00 p.m. – 3:30 p.m.

Monday, October 22, 2018, 12:00 p.m. – 3:30 p.m.

Thursday, November 1, 2018, 12:00 p.m. – 3:30 p.m.

Wednesday, November 7, 2018, 9:00 a.m. - 12:30 p.m.

Friday, November 16, 2018, 9:00 a.m. - 12:30 p.m.

RMS 101 & 102

The Office of Sponsored Research Services has scheduled RMS 101 and RMS 102 In-Person Trainings on both campuses through the remainder of the calendar year. For a current list of all RMS training opportunities, visit the RMS section of the Research Education Calendar. Additional classes for more specific or advanced topics may be added later, so please check the calendar periodically.

Questions?

Contact your assigned OSRS Grant Analyst or Teri Medley.