How to access and complete the “Best Practices in Sponsored Project Management” video tutorial series on WebCampus:

1) Go to Web Campus at:
   https://wcl.unr.edu/webapps/login/?new_loc=%2Fwebapps%2Fportal%2Fframeset.jsp%3Ftab_t
   ab_group_id%3D_1_1
2) Log in using your UNR NetID and password.
3) Click on the My Courses tab at the top of the page, just to the right of the My WebCampus tab.
4) In the Course Search box on the left side of the page, type Best Practices, then click the Go button.
5) The course menu will be displayed.
6) Hover your mouse over 999SPEC_ResearchAdminTraining you'll see a circle with an arrow, click on it and then click on Enroll. On the next page, click Submit.
7) The next page should be titled Self Enrollment. On the bottom right hand corner of the page, click OK.
8) Your access to the course is now complete and permanent.
9) On the Start Here page you will see:
   a. an Introduction to the course
   b. the Allowable Cost Tutorial Series – approximately 16 minutes
   c. the Research Administration Tutorial Series – approximately 20 minutes
   d. the Facilities and Administrative Cost Tutorial Series – approximately 13 minutes
   e. the Effort Reporting Tutorial Series – approximately 16 minutes
   f. the Research Administration Assessment (14 questions)
   g. an optional Course Evaluation
10) View the tutorial videos – plan approximately 1.25 hours. You do not have to
11) If you are required to successfully complete this training you must complete the mandatory assessment. A passing score is 80% (120 points). You may repeat the assessment as many times as needed.
12) Once you have successfully passed the assessment, please send an email to 
    mdondanville@unr.edu so OSP can verify in Web Campus that you have completed the training.

If you have any questions, please contact:

Michele Dondanville
Research Compliance Program Manager
(775) 784-6360
mdondanville@unr.edu