



DAWG Application Package

The major goal of Departmental Administrators Working Group (DAWG) is the development and application of knowledge and skills in the area of sponsored project administration. Participants will understand sponsored projects with a greater appreciation for their complexity.

The following are the objectives:

- 1) acquire an understanding of the basic concepts of sponsored project administration;
- 2) demonstrate how an understanding of sponsored project administration will enhance the participants' ability to help solve and manage their daily work environment;
- 3) apply the skills in the workplace that the participant will need as a professional; and
- 4) increase confidence as a departmental administrator

Beginning August 23, 2018, selected DAWG participants will meet the fourth Thursday of every month for two hours to learn from campus experts and to discuss the roles and priorities of OSP and MSU departments. We will meet from 11:30 to 1:30 at the High Performance Computer Collaboratory, Room 20, located in the Research Park. Lunch will be provided.

Topics will include: budget building, sponsor guidelines & application packages, compliance, university processes and requested participant topics.

Please send the completed application package to LeLe Newell, Office of Sponsored Projects, via email to lnewell@osp.msstate.edu . The deadline for the application package is Friday, August 10, 2018 at 5:00 p.m.

NOMINATOR'S STATEMENT OF COMMITMENT

I understand that my nomination of this employee to attend the DAWG Program includes my commitment to the program. I recognize the importance of the DAWG Program within my department and to the university. I pledge my full support for this employee's participation in the program.

Please explain how this individual's involvement in the DAWG program fits in with the research goals for your unit.

Signature of Supervisor

Printed Name of Supervisor

Title

Date

Applicant's Information

First Name _____ Last Name _____

Title _____

Department _____ Mailstop _____

Daytime Telephone Number _____

E-mail Address _____

Major Job Responsibilities (ex. Developing budgets, filling in forms/packages, etc)

Total Years at MSU _____ Time in Present Position _____

Business/Professional Organizations:

Education and Training (Include Professional Education):

Name of College/University	Dates Attended	Major	Degree
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Civic/Community Organizations or Activities:

A. Why do you want to participate in the DAWG program?

B. APPLICANT'S STATEMENT OF COMMITMENT

I understand that if I am selected to participate in the DAWG Program, I will be involved in an intense educational program over the next nine months. I will also be required to give a 10-15 minute presentation on myself and my job at MSU.

This is a program that will require a substantial commitment of time, energy, and a dedication to excellence in addition to my assigned job duties and responsibilities.

If selected for participation in the DAWG Program, I am willing to make this commitment to the program.

Signature of Applicant

Printed Name of Applicant

Date