**Research Administration Certificate (RAC) Program Course Descriptions**

**Introduction to Research Administration - *Required Cou*rse**

Introduction to Research Administration provides a broad overview of the field of research administration including a discussion of terminology, policies, and regulatory aspects of research administration, as well as an overview of roles and responsibilities of those involved in research administration, whether centrally or in a department.

**Budget Basics - *Required Cou*rse**

Budget Basics provides an overview of basic budgeting concepts developing budgets for sponsored projects. It will cover how to calculate budgets using Modified Total Direct Cost (MTDC) and Total Direct Cost (TDC); how to decide between MTDC and TDC; institutional policies such as effort or cost sharing; institutional fees; how to calculate the inclusion of a subcontractor; and when submission of the budget to the Office of Clinical Research is required.

**NIH Grants: Start to Finish - *Required Course***

NIH Grants: Start to Finish provides the "big picture" of the NIH grant/contract process from proposal submission to the competitive renewal. Content includes NIH terminology, proposal preparation, institutional review of proposals, electronic proposal submission, awards, supplements, and programmatic and fiscal accountability.

**Anatomy and Physiology of an Award - *Required Course***

Anatomy and Physiology of an Award reviews award elements such as terms and conditions, fiscal responsibility, restrictions and exclusions, and responsible parties and deliverables. Special situations, such as transferring awards and international awards, will also be discussed. Case studies and discussions of actual awards will enable participants to apply course content.

**Contracts: Start to Finish - *Required Course***

Contracts: Start to Finish provides the "big picture" of the contractual process at Wake Forest University Health Sciences including submission of a contract request, amending a contract, post-award management and the close-out process.

**Incoming and Outgoing Subcontracts - *Required Course***

Incoming and Outgoing Subcontracts outlines the requirements, processes and compliance issues associated with subcontracting with research partners at other institutions, including common terms, the routing process, roles and responsibilities, monitoring, and compliance issues related to both governmental and private funding.

**Budgeting Beyond the Basics - *Elective***

An elective course towards the completion of the Research Administration Certificate. Prerequisite: Budget Basics. This course is open to anyone and is a recommended elective for those on the Contracts Management, Financial Management or Grants Management tracks.

Developing budgets for sponsored projects requires an understanding of the dynamics of the project, the activities to be performed, and how to obtain the correct costs and fees that relate to the research activities. This course is an extension of our "Budget Basics" course and will review the concepts provided in that course along with working through examples of providing guidance on the development of more complex budgets.

This course will cover:

* Review of MTDC vs TDC calculations and when to use MTDC vs TDC.
* Review of institutional fees and when they are required.
* Review of Institutional policies to take into consideration in budget development.
* Review of allowable expenses, NIH guidelines, examples, and how to help justify them.
* The calculation of multiple subcontractors on a project.

Participants will work through examples of complex budgets.

**Cost Sharing - *Elective***

An elective course towards the completion of the Research Administration Certificate. This course is open to anyone and is a recommended elective for those on the Financial Management or Grants Management tracks.

This course will identify when to include cost share in a proposal submission, describe the types of cost share, and detail the cost share policy as well as the documentation required by the Office of Sponsored Programs. It will also explain the department’s responsibilities for ongoing monitoring and documentation of accepted cost share and the impact on the institution.

**Effort Reporting - *Elective***

An elective course towards the completion of the Research Administration Certificate. This course is open to anyone and is a recommended elective for those on the Contracts Management, Financial Management or Grants Management tracks.

Federal regulations require recipients of federal funds to have a method to document and certify all effort expended toward sponsored awards and other activities. This course provides an overview of relevant federal regulations and our institutional policy, risks of non-compliance, requirements for reporting, roles and responsibilities, institutional processes, and common questions/challenges in effort reporting such as NIH salary cap, cost share commitments, and NIH K awards.

**Federal Contracts – *Elective***

An elective course towards the completion of the Research Administration Certificate. This course is open to anyone and is a recommended elective for those on the Contracts Management, Financial Management or Grants Management tracks.

The Federal Contracts class is a high level introductory session that is designed to provide basic training to the designated target audience who manage federal contracts in their portfolios or would like to become more proficient in some aspects of the federal contracting process.

This course will cover:

* Responding to a Federal Contract RFP: Budgeting basics and inclusion of small business
* Subcontracting requirements
* Information Security
* Contract negotiation: Special Terms and Conditions and the FAR
* Award acceptance and Post Award Management

**Grant and Contract Closeouts – *Elective***

An elective course towards the completion of the Research Administration Certificate. This course is open to anyone and is a recommended elective for those on the Contracts Management, Financial Management or Grants Management tracks.

This course will cover the various areas that need attention during the closeout process, including animals, human subjects, reporting requirements, and other contractual obligations. You will learn where to find information and the roles and responsibilities of each group involved. We will discuss which areas need your attention, how to complete each step, and common problems that can delay the process.

**Material Transfer Agreements (MTAs) and Non-Disclosure Agreements (NDAs) – *Elective***

A combined elective course towards the completion of the Research Administration Certificate. This course is open to anyone and is a recommended elective for those on the Contracts Management track.

**Material Transfer Agreements (MTAs)** covers the common elements of an MTA. You will learn the importance of MTAs, what they are used for and when they should be used. The routing process will be described as well as the review/negotiation/execution process that OSP utilizes. We will discuss institutional approvals, parties to the contract, definition of the material, purpose/use/related restrictions, data/results/publication, inventions, export control, term/termination rights and obligations, masters/expedited MTAs, consequences of breach and how PI transfers impact an MTA. We will also provide examples of MTA arrangements and internal resources.

**Non-Disclosure Agreements (NDAs)** covers the common elements of an NDA. You will learn the importance of an NDA, what they are used for and when they should be used. What we look for in an NDA, processes, how to get an NDA in place and how to track the progress of an NDA will also be addressed. We will discuss items to keep in mind during the NDA negotiation process as well as other considerations to keep in mind.

**Navigating the JIT & RPPR Process - *Elective***

An elective course towards the completion of the Research Administration Certificate. This course is open to anyone and is a recommended elective for those on the Grants Management track.

This course provides step by step guidance for the preparation and submission of a Just-in-Time (JIT) and the Research Performance Progress Report (RPPR), as well as key resources to assist with understanding each process. It also addresses the importance of international collaboration, with details regarding how it impacts the JIT and RPPR preparation process.

**Re-budgeting and Cost Transfers – *Elective***

A combined elective course for the Research Administration Certificate Cohort. This course is open to anyone and is a recommended elective for those on the Contracts Management, Financial Management or Grants Management tracks.

Re-budgeting outlines the re-budgeting process from start to finish. We will discuss which areas need departmental attention, steps in completing the process, and common issues that can delay the process.

Cost Transfers is designed to help answer the most common questions on cost transfers. Participants should leave this session knowing why cost transfers are necessary, the laws and institutional policies associated with cost transfers, and the role each person has in ensuring compliance with these rules.

**Uniform Guidance – *Elective***

An elective course towards the completion of the Research Administration Certificate. This course is open to anyone and is a recommended elective for those on the Financial Management or Grants Management tracks.

The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") was officially implemented in December 2014 and is the authoritative set of rules and requirements for Federal awards that synthesizes and supersedes guidance from prior OMB circulars. The Guidance was drawn from OMB Circulars A–21, A–87, A–110, and A–122 (which have been placed in past OMB guidance); Circulars A–89, A–102, and A–133; and the guidance in Circular A–50 on Single Audit Act follow-up. The reforms that comprise the Uniform Guidance aim to remove previous guidance that is conflicting and establishes standard language to reduce the administrative burden on award recipients and, at the same time, guard against the risk of waste and misuse of Federal funds.

Discussion will focus on internal controls and the roles and responsibilities each person has to ensure clean audits in areas such as sub-recipient monitoring, cost sharing and direct versus indirect cost accounting.