Research Administration Certificate (RAC) Program
Course Descriptions

**Introduction to Research Administration/Budget Basics - Required Course**
A combined course for the Research Administration Certificate Cohort. This course is open to anyone. This course provides a broad overview of the field of research administration and basic budgeting concepts in the research environment. It is geared to those who are new to the role, but can also be a refresher for more experienced research administrators.

**Introduction to Research Administration** includes 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 the department.

**Budget Basics** provides an overview for 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/Anatomy and Physiology of an Award - Required Course**
A combined course for the Research Administration Certificate Cohort. This course is open to anyone. Focus is on understanding the elements of an NIH award documents and the entire process of submitting, receiving, and managing NIH grants.

**NIH Grants: Start to Finish** provides a "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** 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/Incoming and Outgoing Subcontracts - Required Course**
A combined course for the Research Administration Certificate Cohort. This course is open to anyone. **Contracts: Start to Finish** provides the "big picture" of the contractual process at Wake Forest Health Sciences including submission of a contract request, amending a contract, post-award management and the close-out process.

**Incoming and Outgoing Subcontracts** addresses 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.

**Forms, Forms, Forms - Required Course**
The Office of Sponsored Programs uses a variety of forms that need to be completed by the department. This workshop provides a broad overview of terminology, policies, and regulatory aspects of the most commonly used OSP forms. Content is geared toward those who are new to the profession, but also can be a refresher for more experienced research administrators.
This workshop will review the following forms: Pre-Award Request Form, Award Budget Form, Cost Transfer Request Form, Re-budgeting/Special Authorization Request Form, Continuation Account Request Form, No-Cost Extension Request Form, Residual Balance Access Request Form, Incoming and Outgoing Faculty Transfer Forms, and the Cost Share Form.

**Budgeting Beyond the Basics - Elective**
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 workshop is an extension of our "Budget Basics" workshop and will review the concepts provided in that workshop along with working through examples of and guidance on the development of more complex budgets.

This workshop 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.

Pre-requisite: Budget Basics

**Cost Sharing - Elective**
This course will identify when to include cost share in a proposal submission, describe the types of cost share, and detail 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**
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**
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
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) - Elective
This course will cover 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) – Elective
This course will cover 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.

Re-budgeting and Cost Transfers – Elective
Re-budgeting: This part of the workshop will cover 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: This part of the workshop 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
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, direct versus