The Award Lifecycle Moves Through Six Basic Stages

Find Funding → **Develop Proposal** → **Submit Proposal** → **Award and Subaward Negotiation & Acceptance** → **Award and Subaward Management & Reporting** → **Closeout**

Pre-Award

Post-Award

To register for any courses, login with your GT credentials at
https://gtri.sabacloud.com

Georgia Tech

Roadmap of Training Initiatives
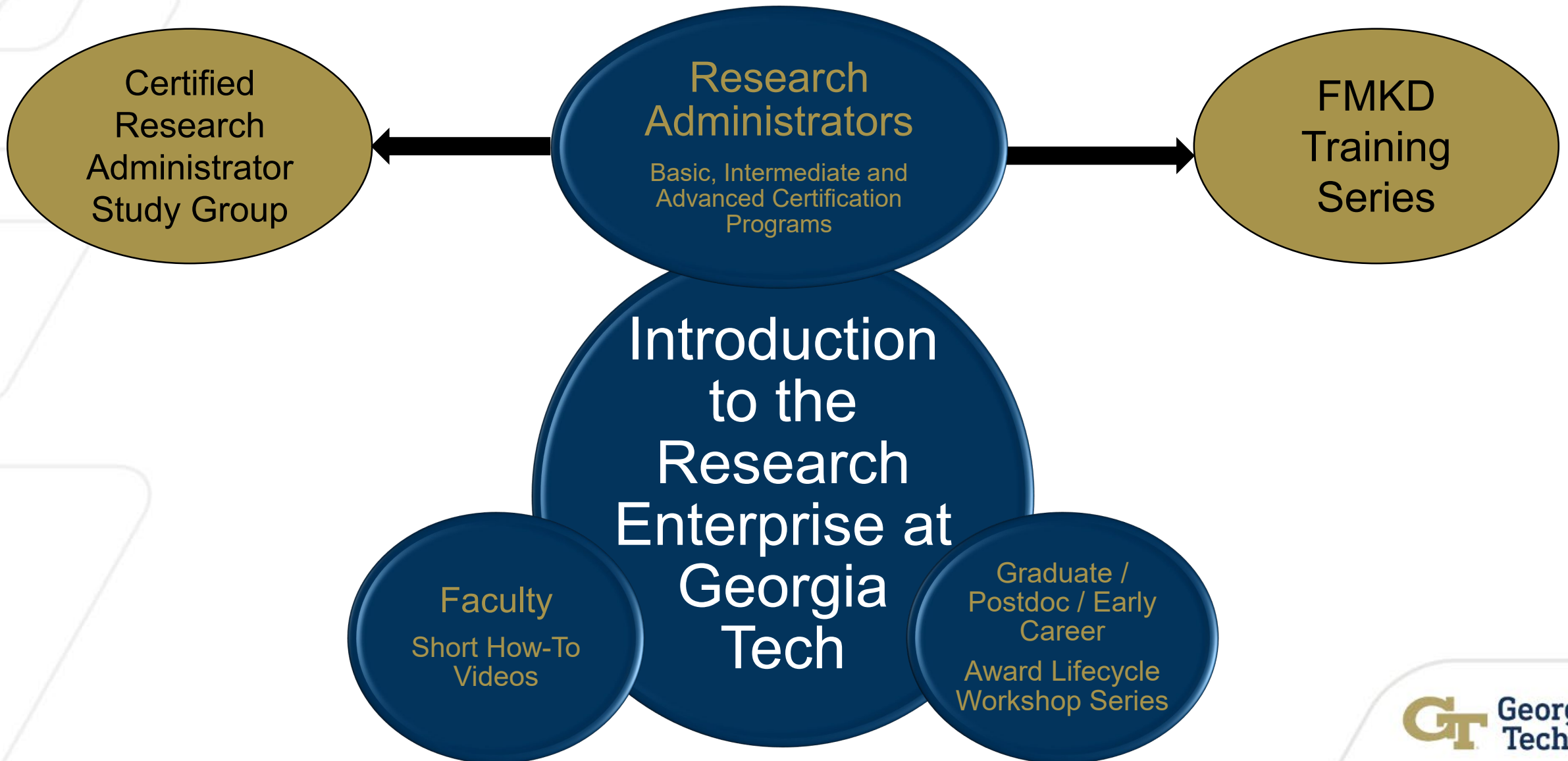
Roadmap of Training Initiatives

- Introduction to the Research Enterprise at Georgia Tech
  - Available in asynchronous delivery format
  - Relevant to any person involved in research at Georgia Tech as they provide the foundational knowledge needed to conduct research at Georgia Tech

- Research Administrators (RA) Development Series
  - Consists of three certification programs that cover the award lifecycle (Basic, Intermediate, and Advanced)
  - Primarily delivered in virtual or in-person format; in process of changing some content over to asynchronous delivery format

- Graduate / Postdoc / Early Career Development Series
  - 3 part virtual series that covers the award lifecycle
  - Recommended that they take the Elective topics within the RA Development Series for How-To topic specifics, GT Systems and Sponsor specific sessions

- Faculty Development Series
  - Short How-To Topics in Asynchronous/Video Delivery Format
  - Once launched, will be a pre-requisite prior to attendance of the full session within the RA Development Series (3 topics currently in development with more to come)

- Financial Management Knowledge Development (FMKD) Training Series (outside our oversight)
  - Provide understanding of key information related to financial administration at Georgia Tech
  - Primary focus: financial administrators in academic, research and administrative units (distributed and central)

Research Administrator Development Series

Basic Certification: The following courses are relevant to any person involved in research at Georgia Tech as they provide the foundational knowledge needed to conduct research at Georgia Tech.

Introduction to the Research Enterprise at Georgia Tech

- The Award Life Cycle and Sources of Research Funds at Georgia Tech
- Georgia Tech Research Enterprise Support Units
- The Institute's systems and services relevant to research administration
- Georgia Tech Policies, State and Federal Regulations, and Internal Controls
- Demystifying Research Administration at Georgia Tech: Our Acronyms, Definitions, Terminology, and Resources

What are GTRC and GTARC?

- There are two 501(c)(3) organizations that support research at Georgia Tech and serve as contracting entities. This course provides an understanding of how each entity supports our research.

Mentor Panel & Networking Event

- The panel discussion will provide insights into the research enterprise, policy and procedures providing opportunities for Q&A as well as time to network with the mentors in an informal manner.

Research Administrator Development Series

Intermediate Certification: Courses that cover the full lifecycle of the award with Georgia Tech specific policy and procedure details.

- To obtain certification credit: must complete all Core Classes, 2 Workshops, and 1 class under each Elective

Core Classes	Workshops	Electives
• Pre-Award Proposal Preparation and Submission • Pre-Award Budgeting, F&A, and Cost Principles • Pre-Award Activities • Post-Award Management & Financial Compliance • Post-Award Management & Research Compliance • Post-Award Activities	• Internal Controls Workshop • 2 CFR 200 Workshop or FAR Webinar series	• How-To topics • Subawards • Service Centers • Cost Share • Effort Reporting • GT Systems • eRouting • Cayuse • Sponsor Specific • NSF • NIH

Research Administrator Development Series

Advanced Certification: Courses that cover the full lifecycle of the award with hands-on activities, case studies and scenarios.

- Pre-Requisites required prior to attending
- To obtain certification credit: must complete at least 4 Core Classes (additional classes in development)

Pre-Requisites	Core Classes
- Internal Controls Workshop 2 CFR 200 Workshop or FAR Webinar series	- Advanced Topics: Rethinking the Status Quo - Advanced Topics: Audit Findings - Salary - Advanced Topics: Audit Findings - Effort - Advanced Topics: Allowable & Allocable - Advanced Topics: Budgets

Internal Certification Programs - https://osp.gatech.edu/professional-development-internal

Graduate / Postdoc / Early Career Development Series

Intro to Proposal Preparation, Submission & Post-Award Processes

Workshop Series

Proposal Preparation & Submission Process	**Budget Preparation**	**Post-Award Management**
• Types of Agreements (Funding Instruments) • Proposal Preparation and Submission Process • Common Proposal Documents • How to Read a Solicitation • Collaborative Projects & Sub-Awards • Working with VPRA Contracting Officers	• What costs belong (allowable, allocable and reasonable) • How to differentiate between Direct Costs and Indirect Costs • Identify questions to ask yourself when creating a budget • How to calculate MTDC	• Introduction to Grants & Contracts Accounting • Establishing Sponsored Awards • Managing Sponsored Program Activities • Monitoring Sponsored Program Activities • Completion & Closeout of Sponsored Programs

PI Project Management Reference Manual

Faculty Development Series

- Short How-To Topics in Asynchronous/Video Delivery Format

- Sessions will provide information specific to faculty regarding the award lifecycle and cover primarily project management and research compliance information (courses listed below are in various stages of development)

Effort Reporting

- Scenario based Q&A
- Why we have Effort Reporting
- Process
- Responsibilities

Where's My Money?

- Scenario based Q&A on the steps between Notice of Award and Funds Available

Cost Share

- Scenario based Q&A
- Requesting Institutional Support
- Why is this important to me?
- Institutional policies & Federal regulations
- Process, procedures, forms and responsibilities

Georgia Tech CRA Study Group

- The CRA Study Group sessions will be an informal discussion and training on various topics within the CRA Exam Body of Knowledge. Various subject matter experts will attend different sessions to share their knowledge and assist in specific Q&A.
  - This is an 11 week (every Friday) session leading up to the CRA exam window in May/November.
  - Due to the breadth of the CRA exam's Body of Knowledge, you will need to do additional individual study in order to have the best chance of passing.

11 Week Sessions

FALL

SPRING

https://www.cra-cert.org/cra-
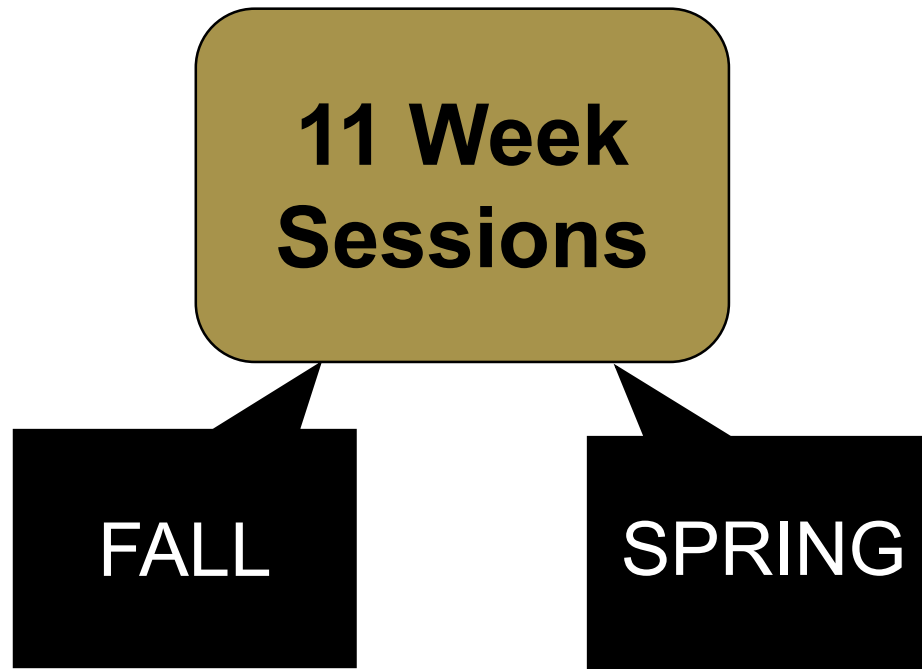
Financial Management Knowledge Development (FMKD) Training Series

Financial Administration Training Program – 2022 Update

Purpose

- Provide understanding of key information related to financial administration at Georgia Tech
  - [This serves as a follow-up to the Financial Fundamentals training program which was implemented in 2015]

Audience

- All Georgia Tech employees who are involved in financial administration
- Primary focus: financial administrators in academic, research and administrative units (distributed and central)

These [training programs](#) are outside our oversight, but are relevant to research administrators.

Financial Fundamentals

- Financial Administration
- Basic Accounting
- Procure-to-Pay
- HR Administration/Payroll

NOTE: The topics included in this program are not already covered by our Award Lifecycle courses for Research Administrators and are for all campus financial administrators

Georgia Tech

Research Administration
Professional Development Opportunities

Basic Certification

Introduction to the Research Enterprise at Georgia Tech
This workshop provides an introduction to:
- Research Administration and the Life Cycle of Awards at the Georgia Institute of Technology.
- The Institute's systems and services relevant to the duties of Research Administrators.
- Georgia Tech Policies, State and Federal Regulations, and Internal Controls.
- Demystifying Research Administration at Georgia Tech: Our Acronyms, Definitions, Terminology, and Resources.

What are GTRC and GTARC?
There are two 501(c)(3) organizations that support research at Georgia Tech and serve as contracting entities. This course provides an understanding of how each entity supports our research.

This course is a requirement of the Georgia Tech Research Administration Basic Certification. However, it is also great for new hires as well as seasoned staff.

Mentor Panel Discussion & Networking
This event will involve a panel discussion by experienced research administrators at GT providing insights into the research enterprise, policy and procedures. The last part of the session will involve Q&A as well as time to network with the mentors in an informal manner.

Intermediate Certification

Pre-Award Proposal Preparation and Submission
This course will cover general purpose preparation guidelines and processing procedures at Georgia Tech. From selecting potential funding sources, working with a Contracting Officer, preparation steps for the non-scientific portions of a proposal, to institutional forms and endorsements.

Pre-Award Budgeting, F&A, and Cost Principles
Covers Pre-award information regarding direct and indirect costs, allowable and unallowable costs, modified total direct costs, and some basic budget calculations.

Pre-Award Activities
This course includes the hands-on activities related to the Pre-Award Prep and Budgeting courses which are a pre-requisites for this course. This is a required component of the Intermediate Certification.

Post-Award Management and Financial Compliance

This course will lead participants through the actual management process for sponsored awards from the Grants and Contracts Accounting perspective. Content includes establishing sponsored award accounts in Workday, managing sponsored program activities, monitoring sponsored program activities, completion and closeout of sponsored programs.

Post-Award Management & Research Compliance

This course reviews the foundation of and partnerships in post-award management. Will cover information on deliverables, reporting, modifications, and non-financial closeout requirements for sponsored projects. Will also cover an overview of non-financial compliance topics on human subjects, animal subjects, biosafety, responsible conduct of research, conflict of interest, and export controls will also be discussed.

Post-Award Activities

This course includes the hands-on activities related to the Post-Award Parts 1 and 2 courses which are a pre-requisites for this course. This is a required component of the Intermediate Certification.

2 CFR 200 Workshop

This workshop is a requirement for both the Intermediate and Advanced Georgia Tech Certifications in Research Administration (see Research Training Roadmap) and will cover the following topics:
- Understand the relevance of the Uniform Guidance Subpart E with an overview of Subparts C, D, and F as these sections relate to Subpart E.
- Understand how the different Subparts are applied and how they differ.
- Learn how to use the regulations and what questions to ask of your PIs to determine the allowability of their costs.

Internal Controls Workshop

This workshop is a requirement for both the Intermediate and Advanced Georgia Tech Certification in Research Administration (see Research Training Roadmap) and will discuss what the federal agencies expect from IHE's that receive federal funding and what the control environment should look like.

The following items will be covered in this training:
- The concept of Internal Controls is pervasive in 2CFR 200 and is delineated in 200.303.
- What does the requirement of effective Internal Controls (IC) mean to research administrators and what role does the research administrator have in IC implementation?
- Are the key responsibilities clearly defined in your unit?
- Does management's commitment to competence ensure that staff receives adequate training to perform their duties?
- Do operating policies and procedures exist and are they clearly written and communicated?

Pivot: Finding Funding

Pivot™ is a funding discovery tool available to all Institute faculty, staff, researchers, research administrators, and students. Pivot™ allows users to search for funding opportunities, find collaborators internally or externally, sign up for funding alerts by e-mail, and more.

Join us virtually as we walk through how to create a profile, navigate the program, and fine-tune your search to discover relevant opportunities. We will also cover other types of programs and ways to find funding opportunities.

The Institute's access to Pivot™ is made possible by the Georgia Tech Research Corporation (GTRC).

This class meets the "Tech System" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

Cayuse Proposal System Training

Cayuse Proposals supports over 99% of the opportunities posted on Grants.gov, allowing direct submission for grants posted by NIH, AHRQ, CDC, NIFA, ONR, and others. Their rejection rate is very low because Cayuse424 performs over 1,000 validations, including all Grants.gov validations, before submission.

This training covers: Cayuse navigation, How to search for a solicitation, Reading a solicitation, Interpreting the requirements, How to provide CO's access, User Start-up, Managing Professional Profiles, Managing & Editing Proposals, Attaching Documents to the Proposal, and Routing & Approving a Proposal and Preparing Budgets.

This class meets the "Tech System" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

Proposal Module in eRouting Training Session

This session will provide a walk-through of how to submit proposals via the Proposal Module in eRouting. It will also provide a walk-through of the Search Export Reviews within the Export Control Module in eRouting. We will have time for a troubleshooting Q&A at the end of the training.

This class meets the "Tech System" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

NSF Proposal Preparation & Review Tips

This class is a follow-up to the NSF Fundamentals Workshop. If you weren't able to attend that session, please email us at training@osp.gatech.edu for information on how to access the recording.

Join us as we provide both departmental and central office perspectives on the steps of preparing a proposal and budget for NSF. We will also discuss tips on what departmental administrators and contracting officers look for during their application review prior to submission.

This class meets the "Sponsor Specific" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

NSF CAREER Proposal Panel Discussion & Workshop

The Office of Sponsored Programs will be hosting its Annual National Science Foundation CAREER Award Proposal Workshop. As the deadline for this year's submissions approaches we look forward to offering our workshop with a lively panel discussion featuring previous CAREER award recipients. ***This class meets the "Sponsor Specific" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)***

NIH Proposal Preparation & Review Tips

Join us as we provide both departmental and central office perspectives on the steps of preparing a proposal and budget for NIH, using the Research Grants (R01, R21, etc.) series as our guide. We will also discuss tips on what departmental administrators and contracting officers look for during their application review prior to submission. ***This class meets the "Sponsor Specific" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)***

NIH F Series--Fellowship Programs

This class will provide an overview of NIH's Individual Fellowship awards, explain what you need to know about each mechanism to determine who is eligible, and offer a review of both budget and proposal application components.

Join us as we walk through NIH F series grants and bring your questions. This session will build on the NIH Fundamentals and NIH Proposal Prep & Review Tips by spotlighting details about this specific series of grants.
This class meets the "Sponsor Specific" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

Advanced Research Projects Agency for Health (ARPA-H): Introduction and Q&A

ARPA-H will award grants and cooperative agreements; therefore, this presentation is research administration focused. The primary audience will be research administrators and contracting officers who may or will be developing and submitting proposals to ARPA-H. Be sure to check out the ARPA-H Terms and Conditions and Budgeting Workshop as well!
This class meets the "Sponsor Specific" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

Advanced Research Projects Agency for Health (ARPA-H): Terms & Conditions

ARPA-H will award grants and cooperative agreements; therefore, this presentation is research administration focused. The primary audience will be research administrators and contracting officers who may or will be developing and submitting proposals to ARPA-H. Be sure to check out the ARPA-H Introduction/Q&A and Budgeting Workshop as well!
This class meets the "Sponsor Specific" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

Advanced Research Projects Agency for Health (ARPA-H): Budgeting

ARPA-H will award grants and cooperative agreements; therefore, this presentation is research administration focused. The primary audience will be research administrators and contracting officers who may or will be developing and submitting proposals to ARPA-H. Be sure to check out the ARPA-H Introduction/Q&A and Terms/Conditions Workshop as well!

This class meets the "Sponsor Specific" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

Service Centers and Best Practices

This course will cover the purpose, background, and terminology of Service Centers. The utilization of Service Centers, impacts on F & A rates, and applicable accounting requirements will also be discussed by the presenter.

 This class meets the "How To" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

Specialized Service Agreements (SSA)

Enroll in this session to learn:

-What is an SSA?

-When is it appropriate to use an SSA?

-What is different about the administrative details in comparison with other contracts?

This class meets the "How To" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

Subawards – Request, Monitor & Risk

This class provides an overview of the following: Definitions and policies; Georgia Tech policies; Subrecipient vs. Contractor vs. Employee; Request for Subawards; Framework for Compliance; Roles, Responsibilities and Risk

 This class meets the "How To" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

Effort Reporting

This class provides an overview of the Georgia Tech processes for capturing employee effort on sponsored projects.

 This class meets the "How To" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

Cost Share

This class provides an overview of the Georgia Tech processes for capturing, requesting & tracking cost sharing on sponsored projects.

This class meets the "How To" elective for the Georgia Tech Intermediate Certification in Research Administration (see Research Training Roadmap)

Advanced Certification

Advanced Topics: Rethinking the Status Quo

Case Studies and Scenarios for advanced problem solving of the following topics:

- Service Centers
- F&A Cost Rate
- Period of Performance, Budget Period, and Renewal
- Allowability
- NIH Salary Cap

Advanced Topics: Audit Findings - Salary

Case Studies and Scenarios for advanced problem solving of the following topics:

- NSF Effort
- Audit – NIH Salary Cap Limitations
- Audit – Lack of Institutional Base Salary Policy and Guidelines
- Audit – Salaries Charged to Undesignated Driver Worktags
- Audit – Cost Transfers

Advanced Topics: Audit Findings - Effort

Case Studies and Scenarios for advanced problem solving of the following topics:

- Service Center Use
- Audit – Failure to Complete Required PSR & WAF Training
- Audit – Workload Assignment Form Retention
- Audit – Terminated Employees Not Certifying Annual Statements of Reasonableness

Advanced Topics: *Allowable & Allocable*

Case Studies and Scenarios for advanced problem solving based on allowability and allocability of costs.

Advanced Topics: *Budgeting*

Case Studies and Scenarios for advanced problem solving on various types of budgets.

Graduate Student / Postdoc / Early Career Research Development Series

Proposal Preparation & Submission Process for Early Career Researchers

This course is a part of our three-part Graduate Student / Postdoc / Early Career Research Development Series. The topics covered in this course include: Types of Agreements (Funding Instruments); Proposal Preparation and Submission Process; Common Proposal Documents; How to Read a Solicitation; Collaborative Projects & Subawards; and Working with your AVPRA Contracting Officers.

[Budget Preparation for Early Career Researchers](#)

This course is a part of our three-part Graduate Student / Postdoc / Early Career Research Development Series. The topics covered in this course include: What costs belong (allowable, allocable and reasonable); How to differentiate between Direct Costs and Indirect Costs; identifying questions to ask yourself when creating a budget; and How to calculate Modified Total Direct Costs (MTDC).

[Post-Award Management for Early Career Researchers](#)

This course is a part of our three-part Graduate Student / Postdoc / Early Career Research Development Series. The topics covered in this course include: Introduction to Grants & Contracts Accounting; Establishing Sponsored Awards; Managing Sponsored Program Activities; Monitoring Sponsored Program Activities; and Completion & Closeout of Sponsored Programs.

Other Courses

CRA Study Group: Fridays, Fall and Spring Semester leading to Exam Window

The CRA Study Group sessions will be an informal discussion and training on various topics within the CRA Exam Body of Knowledge. Various subject matter experts will attend different sessions to share their knowledge and assist in specific Q&A.

- This is an 11-week (every Friday) session leading up to the CRA exam window in May/November.
- Due to the breadth of the CRA exam's Body of Knowledge, you will need to do additional individual study in order to have the best chance of passing.

Faculty Orientation Luncheon - Intro to the Research Enterprise at GT

An informal meeting for faculty new to Georgia Tech or new to research to learn about what the Office of the Executive Vice President for Research, the Associate Vice President for Research Administration, Office of Sponsored Programs, Office of the Vice President for Research Development and Operations, Office of the Vice President for Interdisciplinary Research, Office of Technology Licensing, and Office of Grants and Contracts does to support research and meet members of the team.

[2 CFR 200 – What's New](#) (only available when updates are made to 2 CFR 200)

This course will cover the Office of Management and Budget (OMB) revisions issued for 2 CFR 200. The revisions to the guidance are effective November 12, 2020, except for the amendments to 200.216 and 200.340, which are effective on August 13, 2020.

- The 2 CFR 200 Workshop is the requirement for both the Intermediate and Advanced Georgia Tech Certifications in Research Administration (see Research Training Roadmap).

Research Topics for Campus Communicators – currently an inactive course

This presentation broadly covers research compliance and related topics specifically as they relate to the role of campus communicators. Examples include considerations for photography and common flags that indicate further review is needed before publication. Fear not! Our communicators are not

expected to be research compliance officers, but a broad understanding of potential issues and flags to look for can help avoid an issue elevated, in part, by publicity.

Included in overview: Publicity Issues Case Studies, Conflict of Interest, Publicity Terms in Contracted Research, Humans and Animals in Research, FDA Compliance Issues in Marketing, Research Journal Embargos, Public Disclosure Related to Patent Protection, Special Considerations for Social Media, Photography and Videography, and more!