

# Georgia Tech Research Administration Professional Development Opportunities

## Intermediate Certification

Classes that cover the full life-cycle of the award with Georgia Tech specific policy and procedure details

All 4 Core Classes, 2 Workshops and 1 class under each Elective required:

Core Classes	Workshops	Electives
<ul style="list-style-type: none"><li>• Pre-Award Part 1</li><li>• Pre-Award Part 2</li><li>• Post-Award &amp; Compliance Part 1</li><li>• Post-Award &amp; Compliance Part 2</li></ul>	<ul style="list-style-type: none"><li>• Internal Controls Workshop</li><li>• 2 CFR 200 Workshop or FAR Webinar series</li></ul>	<ul style="list-style-type: none"><li>• How To</li><li>• GT Systems</li><li>• Sponsor Specific</li></ul>

### Core Classes:

You may register and take the following four core classes in any order.

#### ***Pre-Award Part 1***

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 Part 2***

Covers Pre-award information regarding direct and indirect costs, allowable and unallowable costs, modified total direct costs, and some basic budget calculations.

#### ***Post-Award & Compliance Part 1***

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 & Compliance Part 2***

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.

## **Workshops:**

### ***Internal Controls Workshop***

This workshop is a requirement for both the Intermediate and Advanced Georgia Tech Certification in Research Administration 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?

### ***2 CFR 200 Workshop***

This workshop is a requirement for both the Intermediate and Advanced Georgia Tech Certifications in Research Administration 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.

### ***Fun with the FAR***

A 26-webinar modules series, which covers each part of the Federal Acquisition Regulation (FAR), and was created to make the FAR approachable and thought provoking for contracting professionals at all levels. For access to these webinars, reach out to the training team at [training@osp.gatech.edu](mailto:training@osp.gatech.edu).

## **Electives:**

### ***How To***

#### ***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.

#### ***Subawards: Request, Monitoring and Risk***

This class will provide 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

#### ***Cost Sharing***

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

### ***GT Systems***

#### ***Finding Funding and Submission Process***

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 via BlueJeans 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 the proposal submission process and research support units at Georgia Tech. The Institute's access to Pivot™ is made possible by the Georgia Tech Research Corporation (GTRC).

#### ***Cayuse Proposal System Training***

Cayuse Proposals supports over 98% 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 will cover: Cayuse basic 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.

#### ***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.

## *Sponsor Specific*

### ***NSF 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 NSF. We will also discuss tips on what departmental administrators and contracting officers look for during their application review prior to submission.

### ***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.

### ***NIH Proposal Preparation & Review Tips***

This session provides 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.

### ***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.

Head over to <https://training.osp.gatech.edu/> in order to **log in** (using your Georgia Tech credentials), **search for**, and **register** for any of the upcoming research education and outreach events.