

Research Administration Academy (RAA)

Class	Content
Basic Compliance	Allowable and Unallowable costs case studies
	Distinguishing between direct charges and F&A costs case studies
	Administrative and Clerical costs to federal awards case studies
	Cost sharing case studies
	Effort Reporting case studies
PreAward I.: Proposal Development	Determining Allowable and Unallowable Costs for inclusion in proposal budget
	Grant Assembly/Package
	Biosketches: Coordinate & Collect
	Facilities - Resources
	Subcontract Form I - etc. for SRM process
	SOWs: Able to understand and apply formatting requirements
	Grants.Duke / Online systems: Able to assist in transmitting proposal
	BAA's, RFP's, RFA's, etc: Able to read and comprehend; translate to assist PI in submission requirements
	MOU's / International Agreements: Able to recognize and understand relationship to project
	Other Support: Able to create and maintain appropriate documentation, obtain OS from collaborating entities
	PreAward II.: Proposal Budgeting
Budget Justification: Assist in developing; able to proof for inconsistencies	
CAS: Able to identify CAS-related charges in proposed budget, inform PI	
Salaries/ Effort calculations	
SPS / Routing: Basic data entry	
Commons overview: Able to perform basic NIH commons functions, including data look-up	
Work Effort Changes: Able to adjust effort in modified budgets and document	
Cost Sharing: Able to recognize and account for in budget and in SPS	
PreAward III: Award Acceptance / Budget Setup	JIT / Other Support / Other Sponsor changes
	Duke Award Processes: Able to understand and apply training to facilitating
	R3 Budget Review: Able to cross-reference submitted budget to sponsor with project plan in R3
	Understanding Award Notices
	Expanded Authorities: Able to understand and apply as appropriate
	Contract Terms & Conditions: Able to read and apply specific terms as provided by ORA/ORS checklist for contracts
	Budget Revisions: Able to assist PI in revising budget to meet sponsor requirements
	Budget Reductions: Able to assist PI in adjusting budget to meet sponsor requirements
	Cost-sharing: Able to set up /verify cost-sharing and documentation.
	Protocol Requirements Protections: Able to understand requirements and advise PI of deadlines, due dates, expiration dates

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Award Mgmt 1: Charging Costs to Funded Projects	Procurement: pCard: Able to understand process and identify charges on reports
	Procurement: PO's: Able to understand process and identify charges on reports
	Procurement: Standing Orders: Able to understand process and identify charges on reports
	Equipment / Capital screening: Able to understand and complete Duke University's required equipment screening process
	Procurement: OSAs: Able to understand process and identify charges on reports
	Payroll: Able to understand and advise PI and appropriate party of payroll changes, corrections identified through reconciliation
	Cost Sharing: Able to apply, reconcile, document and report project cost-sharing
	Subcontract Invoicing: Able to understand and apply Subrecipient contract terms to invoices; maintain invoice record and documentation; advise PI of outstanding issues (Both as subrecipient to a non-Duke prime, and as prime awardee)
	CAS forms and process: Able to understand CAS concepts and complete form with PI input
Award Mgmt 2: Adjustments and Modifications to Funded Projects	Rebudgeting/Modifications to funded Projects: Able to assist PI in understanding sponsor and university regulations relating to budget changes; able to prepare and submit appropriate requests
	Reconciliation: Able to accurately reconcile monthly budget reports, advise PI and/or supervisor of corrections/adjustments made
	Cost Transfers: Able to identify need for costs transfers from budget reconciliation; advise PI and/or supervisor; prepare and submit cost transfers
	Cost Sharing: Able to understand and adjust cost-sharing as effort is adjusted
	Documentation: Able to understand basic concepts and requirements for financial documentation
	NCE: Able to advise PI of pending end dates, anticipate NCE requests, prepare and submit appropriate requests/documentation
Award Mgmt 3: Effort Reporting and Adjustments	Basics of Effort Reporting
	Effort and Effort Reporting - Quarterly & Annually
	Cost Transfers: Effort
	Certification and Adjustments / Other Support
Closing Sponsored Projects	Basics of Closeout
	Understand and apply ZF114
	CAS: Able to identify, document or remove CAS-related charges
	Subrecipient Closeout: Able to reconcile and close all subrecipient budgets, obtain all SR sponsor-required reports