The RCC Course Catalog is a guide to courses offered by Duke University’s Office of Research Costing Compliance as well as other training units at Duke University. The course catalog provides general course information, audience and topical indices, and course descriptions to assist learners and supervisors in determining their appropriate course of study.

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Welcome

Welcome to the Research Costing Compliance (RCC) comprehensive catalog and program guidance. Here you will find resources, tools, and detailed information regarding RCC training programs designed specifically in support of the Duke University research management community. On behalf of the RCC Training Team, we welcome your interest and feedback on all RCC initiatives and hope that you will find this comprehensive guidance useful in planning for your continued career at Duke University.

Best Wishes,

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Rob Tirpak, PhD
Topical Index of Training Classes

Below are general categories of training offered by Research Costing Compliance. RCC strongly suggests that supervisors and employees use the Elective Decision Matrix to guide training selections.

Pre-Award Content – Core content is taught in Pre-Award Fundamentals and built upon in G&C 101 & 201 or GCC 101, 102, 103 depending on whether the employee is Campus or SOM/SON. This foundation is built upon in the Pre-Award Electives, Federal Contracting Electives and Industry Clinical Trial Electives. More complex discussions will take place in the Advanced Grants Management and Federal Contracting Certificate Program. Employees will learn about the fundamentals of the proposal process, how to read solicitations, and how to prepare and submit funding applications.

The classes that focus on Pre-Award content are:

- Pre-Award Fundamentals
- ORA Grants and Contracts 101 & 201
- Grants & Contracts and Compliance 101 (GCC101)
- GCC 102
- GCC 103
- MOU, IPA, PSA’s
- NIH RPPR
- eSubmissions
- Other Support
- Subcontracts / Subawards (ORS)
- Federal Contracting: Proposal Management
- Financial Basics for Clinical Research
- Budget Development and Negotiation Training
- Management of Complex Research Projects
- Management of Training and Career Awards
Post-Award Content – Core content is taught in *Introduction to Post-Award Administration* and *Post-Award Fundamentals* and built upon in the *Post-Award Electives, Federal Contracting Electives* and *Industry Clinical Trial Electives*. More complex discussions will take place in the [Advanced Grants Management](#) and [Federal Contracting Certificate Program](#). Employees will learn how to establish an award for compliant management, how to run reports and use other tools to manage sponsored projects, and how to close an award in a timely and compliant manner.

The classes that focus on Post-Award content are:

- [Introduction to Post-Award Administration](#)
- [Post-Award Fundamentals](#)
- [Award Setup](#)
- [Sponsored Project Web Reporting](#)
- [Making Adjustments to Sponsored Projects](#)
- [Steps in Closeout](#)
- [Post-Award Effort Management](#)
- [Federal Contracting: Post-Award Management](#)
- [Federal Contracting: Invoicing](#)
- [Financial Basics for Clinical Research](#)
- [Budget Development and Negotiation Training](#)
- [SAP Advanced Sponsored Projects Reporting](#)
- [Management of Complex Research Projects](#)
- [Management of Training and Career Awards](#)
- [Allocability Training Online](#)
- [Allowability, Allocability and Reasonableness (AAR) Training](#)
Rules and Regulations – Core content is taught in Basic Compliance Online and Introduction to Export Controls and built upon in Federal Contracting Basics. More complex discussions will take place in the Advanced Grants Management and Federal Contracting Certificate Program. Employees will learn to build a framework for compliant grant management.

The classes that focus on rules and regulations are:

- Basic Compliance Online
- Pre-Award Fundamentals
- Post-Award Fundamentals
- Introduction to Export Controls
- Federal Contracting Basics
- Federal Contracting: Special Terms and Conditions and the FAR
- Federal Contracting: FISMA (IT Security)
- Regulatory Environment
- Advanced Export Controls
- Federal Contracting Certification Program (FCC)
- Allocability Training Online
- Allowability, Allocability and Reasonableness (AAR) Training

Reports/Reporting – Core content is taught in SAP University Reporting: Sponsored Projects and built upon in the Post-Award Electives as well as SAP Advanced Sponsored Projects Reporting. Employees will learn to execute and review SAP and Duke@Work reports, and how to use these reports to manage a sponsored research portfolio. In addition to the classes below, RCC has created a flowchart of reporting training offered by both Financial Services and RCC. Click [here](#) to view the flow chart.

The classes that focus on reports/reporting are:

- SAP University Reporting: Sponsored Projects
- Award Setup
- Sponsored Project Web Reporting
- Making Adjustments to Sponsored Projects
- Steps in Closeout
- Post-Award Effort Management
- Financial Basics for Clinical Research
- SAP Advanced Sponsored Projects Reporting
Federal Contracting – Core content is taught in Federal Contracting Basics and built upon in the Federal Contracting Electives. More complex discussions will take place in the Federal Contracting Certificate Program. Employees will learn the differences in managing a federal contract and a grant, how to respond to a federal contract solicitation, and be able to manage a federal contract in a compliant manner.

The classes that focus on contracting are:

- Federal Contracting Basics
- Federal Contracting: Proposal Management
- Federal Contracting: Special Terms and Conditions and the FAR
- Federal Contracting: Post-Award Management
- Federal Contracting: Invoicing
- Federal Contracting: FISMA (IT Security)
- Federal Contracting: Small Business Subcontracting
- Federal Contracting: Subcontracts
- Federal Contracting Certification Program (FCC)
## Classes Available by Audience Group

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Pre-Award Electives |
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Post-Award Electives |
| Employees with >80% grants – mainly Pre-Award tasks | Research Administration Academy  
Pre-Award Electives  
Management of Selected Post Award Issues |
| Employees with >80% grants – mainly Post-Award tasks | Research Administration Academy  
Post-Award Electives  
Management of Selected Post Award Issues |
| Employees with >80% grants/contracts – mixture of Pre-Award, Post-Award & Federal Contracts | Research Administration Academy  
Pre-Award Electives  
Post-Award Electives  
Federal Contracting Electives  
Management of Selected Post Award Issues |
| Employees with >80% grants – mixture of Pre-Award, Post-Award & Industry Clinical Trials | Research Administration Academy  
Pre-Award Electives  
Post-Award Electives  
Industry Clinical Trial Electives  
Management of Selected Post Award Issues |
| Employees with >80% grants and more than 3 years’ experience – mainly Pre-Award tasks | Research Administration Academy  
Pre-Award Electives  
Management of Selected Post Award Issues  
Advanced Grant Management |
| Employees with >80% grants and more than 3 years’ experience – mainly Post-Award tasks | Research Administration Academy  
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| Employees with >80% grants and more than 3 years’ experience – mixture of Pre-Award, Post-Award & Federal Contracts | Research Administration Academy  
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Advanced Grant Management |
<table>
<thead>
<tr>
<th>Audience Group</th>
<th>Recommended Classes</th>
</tr>
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| Business Managers            | [Basic Compliance Online](#)  
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Introductory Courses

Introductory courses are tailored to persons new to research administration at Duke University, as well as staff whose job responsibilities are < 80% research administration. Introductory courses may also be of interest to individuals exploring careers in research administration. Please note: some Introductory courses may also be requirements for the RAA certificate. Please review course descriptions in the [RAA program section](#) carefully.

**Introduction to Research Administration**

Course #: RCC-INTRO-1100  
Level: Introductory  
Duration: 2.0 hours  
CE Credits: N/A  
No-Show Fee: $100

*Introduction to Research Administration* teaches the history and fundamental concepts of research administration, basic terminology, and roles and responsibilities. This course is designed as an entry-level introduction to the profession, and is not targeted to seasoned research administrators. The course includes an assessment and evaluation. Learners that pass the assessment with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement. *This course does not provide continuing education credit.*

**Research Management at Duke Online**

Course #: RCC-INTRO-1200  
Level: Introductory  
Duration: 1.0 hour  
CE Credits: N/A  
No-Show Fee: N/A

Description: *Research Management at Duke Online* provides an overview of the various offices, systems, and resource sites relating to research management at Duke University. Learners will become familiar with the basic terminology used in Duke University research management and understand the several phases of a life cycle of a sponsored project. The course serves as a reference tool for all levels of grant management personnel.

Note: This online course is designed as an entry-level introduction to the profession, and is not targeted to seasoned Duke University research administrators. The content will be useful for experienced research administrators who are new to Duke, and to those with minimum exposure to grant management. The course includes an assessment and evaluation. Learners that pass the assessment with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement. *This course does not provide continuing education credit.*
Basic Compliance Online

Course #: RCC-COMP-1300  
Level: Introductory  
Duration: 1.0 hour  
CE Credits: N/A  
No-Show Fee: N/A

Description: Basic Compliance Online provides learners with a basic understanding of the federal and Duke University compliance environment and helps learners build a framework for compliant grant management. This course features brief overviews of applicable Office of Management and Budget Circulars, the Federal Demonstration Partnership “expanded authority” matrix, the Federal Acquisition Regulations, sponsor notices of award, and OMB Circular A-21 definitions of allowable and unallowable costs. It is designed to guide the learner from basic federal standards to specific Duke University General Accounting Procedures (GAPs).

Note: This online course is designed as an entry-level introduction to the profession, and is not targeted to seasoned Duke University research administrators. The content will be useful for experienced research administrators who are new to Duke, and to those with minimum exposure to grant management. The course includes an assessment and evaluation. Learners that pass the assessment with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement. This course does not provide continuing education credit.

Pre-Award Fundamentals

Course #: RCC-INTRO-1400  
Level: Introductory  
Duration: 4.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: Pre-Award Fundamentals is an entry-level course for persons new to pre-award research administration at Duke. The course provides primer-level training on basic compliance and pre-award proposal development and submission. Class content focuses on providing a foundational knowledge of grant management concepts, including; terminology, rules, regulations, financial compliance requirements and the core pre-award functions performed by grant managers. Other topics include: basic proposal budget development and budget concepts, proposal elements, submission requirements, and Duke internal review processes. The content of this class is meant to be a prerequisite for the pre-award classes taught by ORA and ORS which feature more detailed discussion and case studies of these essential pre-award functions.

The course includes an evaluation and assessment. Learners that complete the evaluation and pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
Introduction to Post-Award Administration – UNDER DEVELOPMENT

Course #: RCC-INTRO-1600
Level: Introductory
Duration: 1.0 hours
CE Credits: N/A
No Show Fee: N/A

Description: This course is in development and is contingent on Duke University policy and process decisions.
Mandatory Courses

Management of Selected Post Award Issues is updated at the start of each fiscal year to provide up-to-date information and developments in research administration that affect Duke’s grant management community. Class content is suitable to all levels of research administrator, and focuses on new/emerging compliance issues, systems, policy and or process changes and other related “hot topics.” All RCC-certified employees must attend this class every year to maintain their RCC, RAA, AGM, and/or RAI certification(s). Content is also applicable to business managers and others involved in research administration at Duke University.

Management of Selected Post Award Issues

Course #: RCC-MNDTRY-1300
Level: Intermediate
Duration: 3.0 hours
CE Credits: 1 *Offers CPE credit
No Show Fee: $100

Description: This class features up-to-date regulatory and policy information and practical applications in managing important compliance functions. The class is designed for individuals with intermediate to advanced knowledge of compliance. Specific competencies addressed in each fiscal year class may include such topics as: institutional policies and best practices; PI training; electronic research administration updates; changes/updates to federal requirements; emerging institutional research administration topics, system updates and new technologies.

The course includes an evaluation and assessment. Learners that pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

This class offers Continuing Professional Education (CPE) credit hours for certifications external to Duke. Please contact the governing board for your certification for verification. To ensure compliance with the requirements of external certifying boards, copies of speaker biographies may be obtained from Research Costing Compliance.
I. Research Administration Academy (RAA) Program

The Research Administration Academy (RAA) is a certificate program applicable to most levels of grant management. It is designed to provide grant managers at Duke University with basic knowledge of the core principles of research administration, as well as “hands on” training in common grant management tasks. The RAA program is applicable to grant managers who perform essential tasks associated with both pre-award and post-award functions. RAA consists of Core Courses listed below, plus a selection of electives specific to the learner’s assigned grant management responsibilities. Electives are presented in “clusters” with specific content focus. RAA certification is a requirement for grant managers in the following Duke Human Resources job classifications: Grants and Contracts Administrator (2647); Grants and Contracts Manager (2648); Senior Grants and Contracts Manager (2649); Research Administrator (2627); Research Administration Manager (2628); Associate Director, Research Administration (2629). Visit http://finance.duke.edu/research/training/certificate/raa/index.php for more information about the RAA program.

RAA Prerequisites

Introduction to Duke Accounting and Business Practice

Course #: FIN-ASA-DABP  
Level: Introductory  
Duration: 3.0 hours  
CE Credits: N/A  
No-Show Fee: $100

Description: The Introduction to Duke Accounting and Business Practice training is designed for new employees or individuals new to financial responsibilities. It introduces basic accounting terminology, the cost object structure, commonly used forms and also provides a comprehensive list of resources for accounting related issues. The course does not count towards RCC continuing education requirements.

Introduction to Duke G/L Accounts

Course #: FIN-ASA-DGL
Level: Introductory
Duration: 2.5 hours
CE Credits: N/A
No-Show Fee: $100

Description: Introduction to Duke G/L Accounts training is designed for new employees or individuals new to financial responsibilities, and is designed to follow Introduction to Duke Accounting. It covers the various types of G/L accounts, discusses how to determine which G/L account to use in a particular situation and covers the most commonly used G/L accounts. It also provides a comprehensive list of resources for accounting related issues. *The course does not count towards RCC continuing education requirements.*


SPS (Sponsored Project Systems)

Course #: ORA-PREAwards
Level: Introductory
Duration: 3.5 hours
CE Credits: N/A
No-Show Fee: $100

Description: The SPS (Sponsored Projects Systems) training is used to develop and submit proposals, transmit proposals through the internal Duke approval process, produce government sponsor paper forms, provide a portal for accessing grants.duke for transmission of proposals to federal sponsors, and track general award information. *The course does not count towards RCC continuing education requirements.*

More Information: (http://research.som.duke.edu/resources-training)
SAP University Reporting: Sponsored Projects

Course #: FIN-SAP-SPONPROJREP
Level: Intermediate
Duration: 4.0 hours
CE Credits: N/A
No-Show Fee: $100

Description: SAP University Reporting: Sponsored Projects training focuses on how to run, navigate, and understand reports for Duke University Sponsored Projects. The course is taught in the SAP Production client. New custom reports are included, as well as line item detailed reports, printing and exporting reports to Excel. While the drill down process is covered, the details on documents are not included in this class. The class also features side by side comparison of the basic grant management reports housed in SAP and the basic reports available in the Grant Management tab in Duke@Work. Attendees must have both SAP and Duke@Work grant management tab access. Please note: Since this is a RAA certificate prerequisite, most RAA classes build on the information provided in this course to provide more detailed and in-depth discussion of specific grant management reports – their purpose and relationship to grant management functions. The course does not count towards RCC continuing education requirements.


RAA Core Courses

RAA Online Orientation

Course #: RCC-OTHER-1100
Level: Introductory
Duration: 1.0 hour
CE Credits: N/A
No-Show Fee: N/A

Description: RAA Orientation is required for all RAA program participants. Only RAA program participants are provided access to course content. It is a required class for those seeking the RAA certificate. The course provides information necessary for successful completion of the RAA program, including attendance expectations, required/elective classes, passing quizzes, completing evaluations, the RAA Final Exam, and how to use the Duke LMS. The course does not count towards RCC continuing education requirements.
Research Management at Duke Online

Course #: RCC-INTRO-1200  
Level: Introductory  
Duration: 1.0 hour  
CE Credits: N/A  
No-Show Fee: N/A  

Description: Research Management at Duke Online provides an overview of the various offices, systems, and resource sites relating to research management at Duke University. It is a required class for those seeking the RAA certificate. Learners will become familiar with the basic terminology used in Duke University research management and understand the several phases of a life cycle of a sponsored project. The course serves as a reference tool for all levels of grant management personnel.  
The course includes an assessment (quiz) and evaluation. Learners that pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement. The course does not count towards RCC continuing education requirements.

Basic Compliance Online

Course #: RCC-COMP-1300  
Level: Introductory  
Duration: 1.0 hour  
CE Credits: N/A  
No-Show Fee: N/A  

Description: Basic Compliance Online provides learners with a basic understanding of the federal and Duke University compliance environment and helps learners build a framework for compliant grant management. It is a required class for those seeking the RAA certificate. This course features brief overviews of applicable Office of Management and Budget Circulars, the Federal Demonstration Partnership “expanded authority” matrix, the Federal Acquisition Regulations, sponsor notices of award, and OMB Circular A-21 definitions of allowable and unallowable costs. It is designed to guide the learner from basic federal standards to specific Duke University General Accounting Procedures (GAPs).  
The course includes an assessment (quiz) and evaluation. Learners that pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement. The course does not count towards RCC continuing education requirements.
Pre-Award Fundamentals

Course #: RCC-INTRO-1400
Level: Introductory
Duration: 4.0 hours
CE Credits: 1.0
No-Show Fee: $100

Description: Pre-Award Fundamentals is an entry level course designed for persons new to pre-award research administration at Duke. It is a required class for those seeking the RAA certificate. This course provides primer-level training on basic compliance and pre-award proposal development and submission. Class content focuses on providing a foundational knowledge of grant management concepts, including; terminology, rules, regulations, financial compliance requirements and the core pre-award functions performed by grant managers. Other topics include: basic proposal budget development and budget concepts, proposal elements, submission requirements, and Duke internal review processes. The content of this class is meant to be a prerequisite for the pre-award classes taught by ORA and ORS which feature more detailed discussion and case studies of these essential pre-award functions.

The course includes an assessment (quiz) and evaluation. Learners that pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Post-Award Fundamentals

Course #: RCC-INTRO-1500
Level: Introductory
Duration: 6.0 hours
CE Credits: 1.0
No-Show Fee: $100

Description: Post-Award Fundamentals is designed to provide an overview of common post-award functions and requirements for managing sponsored research at Duke University. It is a required class for those seeking the RAA certificate. Learners should expect to receive an overview of the following post award topics: the award setup process, reconciliation, expanded authorities, rebudgeting, cost transfers, cost accounting standards (CAS), no-cost extensions, progress reports, and project close out. More detailed and in-depth discussion of these topics, including reports and case studies, is provided in the RAA electives contained in the Post-Award Elective cluster.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
Grants, Contracts and Compliance 101 (Campus)

Course #: ORS-PREAWARD-GCC101  
Level: Introductory  
Duration: 3.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: Grants, Contracts and Compliance (GCC 101) is an introductory workshop for grants, contracts, and compliance administration to assist campus grant managers in navigating the highly decentralized environment at Duke University. It is a required class for those seeking the RAA certificate who are employed in campus departments and related units. This workshop will explain to learners the respective roles and responsibilities of the campus central research administration office (Office of Research support - ORS) and departments in order to develop budgets, prepare and submit proposals and process awards. Learning how to use the ORS website as a resource for information regarding the policies and procedures both at Duke and at sponsoring organizations is the central approach to the workshop.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.


Grants, Contracts and Compliance 102 (Campus)

Course #: ORS-PREAWARD-GCC102  
Level: Introductory  
Duration: 3.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: Grants, Contracts and Compliance (GCC 102) builds on the Grants, Contracts and Compliance 101 course, covers the parts of a proposal, sponsor forms and guidelines, how to build a budget and the basics of electronic submissions. Learning how to use the ORS website as a resource for information regarding the policies and procedures both at Duke and at sponsoring organizations is the central approach to the workshop. It is a required class for those seeking the RAA certificate who are employed in campus departments and related units.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Grants, Contracts and Compliance 103 *(Campus)*

Course #: ORS-PREAWARD-GCC103  
Level: Introductory  
Duration: 3.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

**Description:** *Grants, Contracts and Compliance (GCC 103)* builds on the Grants, Contracts and Compliance 102 course, will cover the campus rules and requirements for processing awards, from scientific review to award transfers. Learning how to use the ORS website as a resource for information regarding the policies and procedures both at Duke and at sponsoring organizations is the central approach to the workshop. **It is a required class for those seeking the RAA certificate who are employed in campus departments and related units.**

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

**More Information:** [https://ors.duke.edu/workshop-and-training](https://ors.duke.edu/workshop-and-training)

ORA Grants and Contracts 101 & 201 *(Medical Center: SOM/SON)*

Course #: ORA-PREAWARD-2100  
Level: Introductory  
Duration: 4.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

**Description:** *Grants and Contracts 101 & 201* is designed specifically for SOM/SON grant managers and provides attendees with an understanding of the following topics: budget development and SPS review, overview of submitted application, non-competing renewal process, rebudgeting/CAS Forms, No-Cost Extension process, and subcontracts. **It is a required class for those seeking the RAA certificate who are employed in SOM/SON departments and related units.**

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

**More Information:** [http://research.som.duke.edu/resources-training](http://research.som.duke.edu/resources-training)
Electives / Open Enrollment

Electives are a critical component of the RAA certificate. Supervisors and staff will use the decision matrix to select four electives in addition to the core courses to complete the requirements for the RAA program. The electives selected should be relevant to the staff member’s current or future job responsibilities. Electives are grouped into “clusters” with specific content focus: Pre-award, Post-award, Federal Contracting, and Industry Clinical Trials. Learners and their supervisors may select any Elective that best represents the learning needs of the participant, and selection of classes does not need to be based on which cluster the Elective is assigned to.

Electives can also be used to meet continuing education requirements to maintain RCC, RAA, AGM, and RAI certification.

Please note: Electives are offered as open enrollment and learners need not be enrolled in a certificate program to participate.

Pre-Award Electives

MOU, IPA, PSA’s

Course #: ORA-PREAWARD-1700
Level: Introductory
Duration: 2.0 hours
CE Credits: 1.0
No-Show Fee: $100

Description: MOUs, PSAs, and IPAs training focuses on understanding the relationship between Duke University’s School of Medicine and Veteran Affairs. Discussion topics include: understanding the Memorandum of Understanding and Intergovernmental Personnel Act and Personal Service Agreement requirements; determining when to use an MOU, IPA or PSA and the process for each and addressing how applicable forms should be completed.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
NIH RPPR

Course #: ORA-PREAWARD-1500
Level: Introductory
Duration: 2.5 hours
CE Credits: 1.0
No-Show Fee: $100

Description: The NIH RPPR (Research Performance Progress Report) class will enable learners to: recognize the advantages of NIH RPPR submission, understand RPPR submission process, and enhance comfort and familiarity with the Commons website by discussing various menus & actions. Note: This course only addresses the RPPR process at NIH.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

eSubmissions

Course #: ORA-PREAWARD-1400
Level: Introductory
Duration: 2.5 hours
CE Credits: 1.0
No-Show Fee: $100

Description: The eSubmissions class will cover the following: overview of NIH Transition timeline, types of electronic submission methods, specifics for grants.gov submissions, specifics for grants.duke submissions, and SPS entry electronic submission highlights.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Other Support

Course #: ORA-PREAWARD-1600
Level: Introductory
Duration: 2.0 hours
CE Credits: 1.0
No-Show Fee: $100

Description: The Other Support class focuses on the basics in preparing an accurate and compliant Other Support document; including understanding personnel assignments, other related support, effort changes, Sponsored Effort System (SES), OS review, and special cases.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
Subcontracts / Subawards (ORS)

Course #: ORS - PREAWARD - SUBS101
Level: Introductory
Duration: 3.0 hours
CE Credits: 1.0
No-Show Fee: $100

Description: The Subcontracts/Subawards class focuses on the differences between subrecipient, subawards and vendors, necessary steps during the application submission process and time of new awards and what is needed to modify an existing subcontract. This course is intended for those new to working on subcontracts or subawards. It is recommended that participants take Grants, Contracts and Compliance 101, 102 and 103 before participating in this course.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Post-Award Electives

Award Setup

Course #: RCC-POST-1100
Level: Intermediate
Duration: 2.5 hours
CE Credits: 1.0 *Offers CPE credit
No-Show Fee: $100

Description: Award Setup provides a focused review of how to set up a new award to establish sound management practices throughout the life of the project. Discussion topics include: reading and understanding the notice of award, correlating the proposal budget to the SAP Plan, and anticipating and implementing strong financial management practices, including anticipating issues with effort. This course is designed for individuals with beginning to intermediate knowledge of compliance and post-award grant management functions. The objective of this class is to provide the learner with a broad understanding of how to establish appropriate systems and controls in order to ensure compliant management. The course includes a hands-on review of SAP and SAP Portal reports relevant to establishing a project for compliant management.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

This class also offers Continuing Professional Education (CPE) credit hours for certifications external to Duke. Please contact the governing board for your certification for verification. To ensure compliance with the requirements of external certifying boards, copies of speaker biographies may be obtained from Research Costing Compliance.
**Sponsored Project Web Reporting**

Course #: FIN-SAP-SPWEBREP  
Level: Intermediate  
Duration: 2.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

**Description:** *Sponsored Project Web Reporting* provides instruction on using web tools found in the Duke@Work Portal to manage sponsored research projects. The course is designed to provide hands-on training on running reports relevant to faculty support, project management, and project closeout. Learners will need to come prepared with a few WBSE’s, a BFR, and the DUID of a faculty member they support in order to run reports.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

**Making Adjustments to Sponsored Projects**

Course #: RCC-POST-1200  
Level: Intermediate  
Duration: 3.5 hours  
CE Credits: 1.0  
No-Show Fee: $100

**Description:** *Making Adjustments to Sponsored Projects* focuses on the types of adjustments that occur during the life cycle of a sponsored project, including: identifying when an adjustment is necessary, rebudgeting sponsored funds, moving expenses on sponsored funds, requesting a no-cost extension, and applying appropriate sponsor and university policies and procedures. Access to the ZF418 tool in SAP is strongly recommended, since learners complete cost transfers in class using the ZF418 tool in SAP’s test environment. This class is designed for grant managers who are responsible for making corrections by utilizing the following tools: ZJ, SA, iForms, etc. The course includes a hands-on review of SAP and SAP Portal reports relevant to project adjustments.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
Steps in Closeout

Course #: RCC-POST-1500
Level: Intermediate
Duration: 3.0 hours
CE Credits: 1.0
No-Show Fee: $100

Description: Steps in Closeout is designed to provide learners with an understanding of the closeout process and the roles and responsibilities necessary to provide timely and accurate closing of a sponsored award. This class will focus on understanding the final closeout reports, tools, check lists and the deadlines associated with the closeout process. This class is designed for grant managers with responsibility for closing out sponsored projects.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Post-Award Effort Management

Course #: RCC-POST-1600
Level: Intermediate
Duration: 3.0 hours
CE Credits: 1.0
No-Show Fee: $100

Description: Post-Award Effort Management provides an introduction to effort and how effort should be managed throughout the life cycle of a sponsored project. This course will focus on the relationship between IBS and effort, sponsor effort policies – including reading notices of award, salary cap, and the NSF two-month rule – appointment types, calculating cost sharing, and iForms transactions to adjust effort. In addition, the course provides best practices for effort management as well as tools and reports that can be used to better manage effort. The course includes a review of SAP and SAP Portal reports relevant to sound effort management practices.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
Introduction to Export Controls

Course #: ORS-EXPORT-INTRO
Level: Intermediate
Duration: 3.0 hours
CE Credits: 1.0
No-Show Fee: NA

Description: Introduction to Export Controls provides an overview of U.S. government export control regulations and how they impact Duke. The export of goods and technology are regulated by various U.S. government agencies, including the Departments of Commerce, Treasury, and State. Key topics to be addressed include physical exports, deemed exports, financial considerations, international travel, and sanctioned countries.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Federal Contracting Electives

Please note: Learners may wish to also apply to the Federal Contracting Certificate (FCC) program. Please see Certificate Description and Business Rules for further information.

Federal Contracting Basics

Course #: RCC-CONT-1100
Level: Intermediate
Duration: 4.0 hours
CE Credits: 1.0 *Offers CPE Credit
No-Show Fee: $100

Description: A contract is very different from a grant. Both are award mechanisms used by the federal government, but the restrictions and requirements of a contract may be very different from those of a grant funded project. Federal Contracting Basics will provide a fundamental understanding of contracts issued by federal agencies and cover topics such as: how contracts differ from grants; how to read and apply standard terms and conditions in managing contracts; and specific issues related to contracts including severability and reporting requirements. In addition, the session will provide updated information regarding Duke University’s contracting process, including how subcontract agreements are issued and how these must be monitored at the department level.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

This class also offers Continuing Professional Education (CPE) credit hours for certifications external to Duke. Please contact the governing board for your certification for verification. To ensure compliance with the requirements of external certifying boards, copies of speaker biographies may be obtained from Research Costing Compliance.
Federal Contracting: Proposal Management

Course #: RCC-CONT-2600  
Level: Intermediate  
Duration: 3.5 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: Federal Contracting: Proposal Management provides learners with detailed knowledge on the preparation of a proposal in response to a federal RFP as well as the development of budgets for federal contracts. The requirements for a federal contract proposal are very specific (and very different from a grant proposal). Discussion topics will include understanding the RFP document itself, finding the most important pieces of the RFP, identifying special/troublesome issues such as FISMA or publication restrictions (and what to do about them), assembling the proposal parts, preparing contract-specific forms, labor (salary cap/fringe benefit rates), supplies, subcontracts, and identifying the appropriate rates for travel and budgeting for future years. We also will identify the roles and responsibilities for the department, the PI, and ORA/ORS.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Federal Contracting: Special Terms and Conditions and the FAR

Course #: RCC-CONT-1700  
Level: Intermediate  
Duration: 3.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: Federal Contracting: Special Terms and Conditions and the FAR will discuss the special terms and conditions for managing a contract as well as the most important Federal Acquisition Regulation (FAR) clauses. This class will also focus on severability, COR and COA’s. Learners will also discuss how to find FAR clauses in full text and how to understand whether they apply to your contract.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
Federal Contracting: Post-Award Management

Course #: RCC-CONT-1500  
Level: Advanced  
Duration: 4.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: Federal Contracting: Post Award Management will focus on the post-award management of federal contracts and covers topics such as rebudgeting, reporting, prior approval requirements and examples of requests to the sponsor to obtain approval. Other discussion topics include: internal vs. sponsor approval for rebudgeting, salary cap limitations, subcontract invoicing and monitoring, contract overruns/unexpended balances, stop work orders and restrictions on federal contracts (no food/no promotional items). Finally, we’ll review reports such as technical reporting, information security, IP/patent reports, financial reporting, E-Verify and CPARS.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Federal Contracting: Invoicing

Course #: RCC-CONT-2100  
Level: Intermediate  
Duration: 1.5 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: Proper invoicing is a critical element of financial management for federal contracts. Often, the invoicing process is quite different than invoicing on a grant. Federal Contracting: Invoicing will review the common types of invoices used in federal contracting, how invoices are processed at Duke and how they are submitted to the sponsor.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
Federal Contracting: FISMA (IT Security)

Course #: RCC-CONT-1400
Level: Intermediate
Duration: 1.5 hours
CE Credits: 1.0
No-Show Fee: $100

Description: Federal Contracting: FISMA (IT Security) provides an overview of FISMA (Federal Information Security Management Act) requirements and the processes that must be completed to become “FISMA compliant.” The course will cover FISMA terms in contracts and RFPs, and the potential challenges that subcontractors and sites present.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Federal Contracting: Small Business Subcontracting

Course #: RCC-CONT-1800
Level: Intermediate
Duration: 1.5 hours
CE Credits: 1.0
No-Show Fee: $100

Description: Federal Contracting: Small Business Subcontracting focuses on the development and post-award management of small business subcontracting plans, which are generally required for any contract award of over $650,000. Discussion topics include: federal requirements, small business identification and certification, plan development process, departmental responsibilities, following a plan, semi-annual reporting of performance and penalties for not meeting plan goals.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Federal Contracting: Subcontracts

Course #: RCC-CONT-2000
Level: Intermediate
Duration: 1.5 hours
CE Credits: 1.0
No-Show Fee: $100

Description: Federal Contracting: Subcontracts will look at the differences between subcontracting under a federal contract and issuing a subaward under a grant; including prior approval requirements and the subcontract document itself.
Industry Clinical Trial Electives

Financial Basics for Clinical Research

Course #: DOCR-RES-200
Level: Intermediate
Duration: 2.0 hours
CE Credits: 1.0
No-Show Fee: N/A

Description: Financial Basics for Clinical Research will provide a broad understanding of the financial concepts associated with the life cycle of a clinical research study, including understanding why an internal cost assessment is useful, how the preferred payment terms within the contract become important in the collection of monies on a study, and interpreting what a financial report may tell you about the study’s progress. The course provides an outline of the different positions, the roles that they have within clinical research, and related terminology. This course credit applies toward the RCC annual continuing education requirements. This course is one piece required to become an approved budget negotiator within a CRU.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

More Information: http://docr.som.duke.edu/education/docr-course-descriptions

Budget Development and Negotiation Training

Course #: DOCR-RES-140
Level: Intermediate
Duration: 2.0 hours
CE Credits: 1.0
No-Show Fee: TBD

Description: Budget Development and Negotiation focuses on the various elements that should be included in a clinical trial budget, how to ascertain costs, Duke’s preferred payment terms, and helpful tips for negotiating budgets and payment terms with industry sponsors. If you are taking this course to become an approved budget negotiator within your CRU, then you must complete the course assessment with a score of at least 80% and have approval from your CRU Leadership to become an approved negotiator.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

More Information: http://docr.som.duke.edu/education/docr-course-descriptions
II. Advanced Grant Management (AGM) Program

Advanced Grant Management (AGM) is a certificate program for grant managers and other interested individuals with greater than three years’ experience in grant management and greater than 50% grant management duties. Employees with less than three years of grant management experience may be accepted into the program based upon recommendation from a supervisor and approval by RCC.

AGM certification is a requirement for grant managers in the following Duke Human Resources job classifications: Grants and Contracts Manager (2648); Senior Grants and Contracts Manager (2649); Research Administration Manager (2628); Associate Director, Research Administration (2629). AGM may be a requirement for grant managers in the Grants and Contracts Administrator (2627) position, depending on tier placement. Visit [http://finance.duke.edu/research/training/certificate/agm/index.php](http://finance.duke.edu/research/training/certificate/agm/index.php) for more information about the AGM program.

AGM Prerequisites

In addition to the classes listed below, current RAA Certification is a pre-requisite to entering the AGM Program.

SAP University Reporting: Sponsored Projects

<table>
<thead>
<tr>
<th>Course #</th>
<th>FIN-SAP-SPONPROJREP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Duration</td>
<td>4.0 hours</td>
</tr>
<tr>
<td>CE Credits</td>
<td>N/A</td>
</tr>
<tr>
<td>No-Show Fee</td>
<td>$100</td>
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</tbody>
</table>

**Description:** SAP University Reporting: Sponsored Projects training focuses on how to run, navigate, and understand reports for Duke University Sponsored Projects. The course is taught in the SAP Production client. New custom reports are included, as well as line item detailed reports, printing and exporting reports to Excel. While the drill down process is covered, the details on documents are not included in this class. The class also features side by side comparison of the basic grant management reports housed in SAP and the basic reports available in the Grant Management tab in Duke@Work. Attendees must have both SAP and Duke@Work grant management tab access. Please note: Since this is a RAA certificate prerequisite, most RAA classes build on the information provided in this course to provide more detailed and in-depth discussion of specific grant management reports – their purpose and relationship to grant management functions. *The course does not count towards RCC continuing education requirements.*

AGM Courses

SAP Advanced Sponsored Projects Reporting

Course #: FIN-SAP-ADVSPREP  
Level: Advanced  
Duration: 4.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: SAP Advanced Sponsored Projects Reporting builds on fundamental reports initially taught in University Reporting Sponsored Projects and provides more utility, as well as additional tools and reports available in SAP and SAP Business Warehouse. The class provides instruction on basic and advanced reporting tools available on the Grants Management Tab on Duke@Work to support Principal Investigators and Grants Management functions.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.


Regulatory Environment

Course #: RCC-COMP-1100  
Level: Advanced  
Duration: 4.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

*Offers CPE credit

Description: Regulatory Environment provides a detailed review of the new federal Uniform Guidance (UG) pertinent to grant management at Duke University, and features classroom exercises designed to familiarize learners with looking up and referencing sections of the UG for later use. This course will also provide sufficient information regarding appropriate fiscal management of federally funded grants, contracts and cooperative agreements to promote advanced level decision-making and transaction approvals; an understanding of the F&A process; and provide learners with the knowledge necessary to identify and discuss source documentation for key federal rules and regulations. A review of new GAP language and Uniform Guidance Communications (UGCs) specific to selected items in the UG will also be discussed.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

This class also offers Continuing Professional Education (CPE) credit hours for certifications external to Duke. Please contact the governing board for your certification for verification. To ensure compliance with the requirements of external certifying boards, copies of speaker biographies may be obtained from Research Costing Compliance.
### Federal Contracting Basics

**Course #:** RCC-CONT-1100  
**Level:** Intermediate  
**Duration:** 4.0 hours  
**CE Credits:** 1.0  
**No-Show Fee:** $100  

**Description:** A contract is very different from a grant. Both are award mechanisms used by the federal government, but the restrictions and requirements of a contract may be very different from those of a grant funded project. *Federal Contracting Basics* will provide a fundamental understanding of contracts issued by federal agencies and cover topics such as: how contracts differ from grants; how to read and apply standard terms and conditions in managing contracts; and specific issues related to contracts including severability and reporting requirements. In addition, the session will provide updated information regarding Duke University’s contracting process, including how subcontract agreements are issued and how these must be monitored at the department level.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

This class also offers Continuing Professional Education (CPE) credit hours for certifications external to Duke. Please contact the governing board for your certification for verification. To ensure compliance with the requirements of external certifying boards, copies of speaker biographies may be obtained from [Research Costing Compliance](#).

### Management of Complex Research Projects

**Course #:** RCC-COMP-1200  
**Level:** Advanced  
**Duration:** 4.0 hours  
**CE Credits:** 1.0  
**No-Show Fee:** $100  

**Description:** *Management of Complex Research Projects* will help to identify key aspects of complex research projects related to the preparation and submission of federal proposals and post award functions that are required for successful management of complex research projects from a budgetary and compliance perspective.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
Management of Training and Career Awards

Course #: RCC-COMP-1400  
Level: Advanced  
Duration: 4.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: Management of Training and Career Awards will feature discussions on oversight and coordination of individual career awards, fellowships, and institutional career development programs, focusing primarily on NIH training and career awards. The class will also explore the key elements in a career and training award for appropriate proposal development and project management and features extended discussion of effort management issues such as: calculating and adjusting clinical effort, PDC, TPE, and related effort issues.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Advanced Export Controls

Course #: ORS-EXPORT-ADVANCED  
Level: Advanced  
Duration: 4.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: Advanced Export Controls will provide an overview of international export concerns in academia including shipping goods overseas, working with foreign nationals, and international travel. The class will also include a review of the Export Administration Regulations, Department of Treasury sanctions, Department of Defense funded projects, and other agency requirements on international activities. Other topics to be discussed are: basic concerns on international travel, addressing export controls in visa applications, technology control plans, international financial transaction limitations and significant international travel compliance concerns.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
Advanced Effort Management - Campus

Course #: RCC-COMP-1500
Level: Advanced
Duration: 3.0
CE Credits: 1.0
No-Show Fee: $100

Description: Advanced Effort Management will provide an overview of advanced effort topics following the life cycle of a sponsored project: proposal, award setup, making adjustments, and closeout. Other topics to be discussed are: salary banking, summer supplements, K awards and cost sharing.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Advanced Effort Management – SOM/SON

Course #: RCC-COMP-1600
Level: Advanced
Duration: 3.0
CE Credits: 1.0
No-Show Fee: $100

Description: Advanced Effort Management will provide an overview of advanced effort topics following the life cycle of a sponsored project: proposal, award setup, making adjustments, and closeout. Other topics to be discussed are: TPE, ECRT, K awards and cost sharing.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
III. Federal Contracting Certification (FCC) Program

The Federal Contracting Certificate (FCC) program is an advanced-level certification that is designed to provide training to grants and contracts administrators/managers, departmental Business Managers, and research administrators/managers who manage federal contracts in their portfolios or would like to be proficient in federal contracting. The certification will include five core courses and two electives and will be taught by Office of Research Administration, Office of Research Support, Procurement, DHTS Information Security and Office of Sponsored Programs. Current RAA Certification is a prerequisite. Visit http://finance.duke.edu/research/training/certificate/fcc/index.php for more information about the FCC program.

FCC Core Courses

Federal Contracting Basics

Course #: RCC-CONT-1100
Level: Intermediate
Duration: 4.0 hours
CE Credits: 1.0
No-Show Fee: $100

Description: A contract is very different from a grant. Both are award mechanisms used by the federal government, but the restrictions and requirements of a contract may be very different from those of a grant funded project. Federal Contracting Basics will provide a fundamental understanding of contracts issued by federal agencies and cover topics such as: how contracts differ from grants; how to read and apply standard terms and conditions in managing contracts; and specific issues related to contracts including severability and reporting requirements. In addition, the session will provide updated information regarding Duke University’s contracting process, including how subcontract agreements are issued and how these must be monitored at the department level.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
Federal Contracting: Proposal Management

Course #: RCC-CONT-2600  
Level: Intermediate  
Duration: 3.5 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: **Federal Contracting: Proposal Management** provides learners with detailed knowledge on the preparation of a proposal in response to a federal RFP as well as the development of budgets for federal contracts. The requirements for a federal contract proposal are very specific (and very different from a grant proposal). Discussion topics will include understanding the RFP document itself, finding the most important pieces of the RFP, identifying special/troublesome issues such as FISMA or publication restrictions (and what to do about them), assembling the proposal parts, preparing contract-specific forms, labor (salary cap/fringe benefit rates), supplies, subcontracts, and identifying the appropriate rates for travel and budgeting for future years. We also will identify the roles and responsibilities for the department, the PI, and ORA/ORS.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Federal Contracting: Special Terms and Conditions and the FAR

Course #: RCC-CONT-1700  
Level: Intermediate  
Duration: 3.0 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: **Federal Contracting: Special Terms and Conditions and the FAR** will discuss the special terms and conditions for managing a contract as well as the most important Federal Acquisition Regulation (FAR) clauses. This class will also focus on severability, COR and COA’s. Learners will also discuss how to find FAR clauses in full text and how to understand whether they apply to your contract.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
Federal Contracting: Post-Award Management

Course #: RCC-CONT-1500
Level: Advanced
Duration: 4.0 hours
CE Credits: 1.0
No-Show Fee: $100

Description: Federal Contracting: Post Award Management will focus on the post-award management of federal contracts and covers topics such as rebudgeting, reporting, prior approval requirements and examples of requests to the sponsor to obtain approval. Other discussion topics include: internal vs. sponsor approval for rebudgeting, salary cap limitations, subcontract invoicing and monitoring, contract overruns/unexpended balances, stop work orders and restrictions on federal contracts (no food/no promotional items). Finally, we’ll review reports such as technical reporting, information security, IP/patent reports, financial reporting, E-Verify and CPARS.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Federal Contracting: Invoicing

Course #: RCC-CONT-2100
Level: Intermediate
Duration: 1.5 hours
CE Credits: 1.0
No-Show Fee: $100

Description: Proper invoicing is a critical element of financial management for federal contracts. Often, the invoicing process is quite different than invoicing on a grant. Federal Contracting: Invoicing will review the common types of invoices used in federal contracting, how invoices are processed at Duke and how they are submitted to the sponsor.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
FCC Electives

Federal Contracting: FISMA (IT Security)

Course #: RCC-CONT-1400  
Level: Intermediate  
Duration: 1.5 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: Federal Contracting: FISMA (IT Security) provides an overview of FISMA (Federal Information Security Management Act) requirements and the processes that must be completed to become “FISMA compliant.” The course will cover FISMA terms in contracts and RFPs, and the potential challenges that subcontractors and sites present.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Federal Contracting: Small Business Subcontracting

Course #: RCC-CONT-1800  
Level: Intermediate  
Duration: 1.5 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: Federal Contracting: Small Business Subcontracting focuses on the development and post-award management of small business subcontracting plans, which are generally required for any contract award of over $650,000. Discussion topics include: federal requirements, small business identification and certification, plan development process, departmental responsibilities, following a plan, semi-annual reporting of performance and penalties for not meeting plan goals.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.
Federal Contracting: Subcontracts

Course #: RCC-CONT-2000  
Level: Intermediate  
Duration: 1.5 hours  
CE Credits: 1.0  
No-Show Fee: $100

Description: Federal Contracting: Subcontracts will look at the differences between subcontracting under a federal contract and issuing a subaward under a grant; including prior approval requirements and the subcontract document itself.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Other Training

Campus Business Manager Continuing Education

Course #: RCC-OTHER-1400  
Level: Intermediate/Advanced  
Duration: 2.0 hours  
CE Credits: 1.0  
No-Show Fee: N/A

Description: Campus Business Manager Continuing Education is updated annually and is mandatory for all Campus Business Managers. The objective of this session is to provide attendees with an understanding of emerging/current research administration issues at Duke University, best practices and features an open forum format to encourage group discussion.

Attendees will earn 1 continuing education credit towards the RCC annual continuing education requirement.

SOM/SON Business Manager Continuing Education

Course #: RCC-OTHER-1900  
Level: Intermediate/Advanced  
Duration: 2.0 hours  
CE Credits: 1.0  
No-Show Fee: N/A

Description: SOM/SON Business Manager Continuing Education is updated annually and is mandatory for all School of Medicine/School of Nursing Business Managers. The objective of this session is to provide attendees with an understanding of emerging/current research administration issues at Duke University, best practices and features an open forum format to encourage group discussion.

Attendees will earn 1 continuing education credit towards the RCC annual continuing education requirement.
FY16 PI Continuing Education

Course #: TBD
Level: N/A
Duration: 30 minutes
CE Credits: N/A
No Show Fee: N/A

Description: Duke University is committed to maintaining compliant practices in the management of sponsored activities. Primary responsibility for appropriate oversight of sponsored projects rests with the Principal Investigator and sometimes with other senior research personnel. To ensure continued sound management, Duke University requires Principal Investigators, Project Leaders, Core Leaders, Projects Directors, co-Principal Investigators and PI Fellows to complete this continuing education module and to pass the associated assessment.

The course includes an assessment. Successful completion of the course requires a passing score of 80% for the assessment (quiz). The course is required for Principal Investigators, Project Leaders, Core Leaders, Projects Directors, co-Principal Investigators and PI Fellows at time of award. A WBSE will not be established without completion of this continuing education module.

Allocability Training

Allocability Training Online

Course #: RCC-INTRO-1700
Level: Introductory
Duration: 30 minutes
CE Credits: N/A
No Show Fee: N/A

Description: Allocability Training Online provides basic compliance information to those who regularly charge costs to sponsored programs. This course is designed as an entry-level introduction. The course includes an assessment and evaluation. Successful completion of the course requires a passing score of 80% for the assessment (quiz). The quiz has unlimited attempts. This course does not provide continuing education credit.
Allowability, Allocability and Reasonableness (AAR) Training

Course #: RCC-OTHER-2000  
Level: Intermediate  
Duration: 2.0 hours  
CE Credits: 1  
Prerequisite: Online Allocability Training  
No Show Fee: N/A

Description: Allowability, Allocability and Reasonableness (AAR) Training applies concepts learned in the online AAR training through reviewing and discussing case studies. Participants will also learn additional details about the nuances of allocating costs to sponsored projects, such as costs allocable to multiple sponsored projects. Enrollment is currently being managed with the FAM process and offerings at this time are department-specific. Those looking for open enrollment allocability training should enroll in the Online Allocability Training.

The course includes an evaluation and assessment. Learners who pass the assessment (quiz) with at least an 80% will earn 1 continuing education credit towards the RCC annual continuing education requirement.

Financial Services Training

Please note: Financial Services also offers a comprehensive menu of financial management courses including Accounts Payable, Systems & Procedures, and Corporate Space & Assets. Financial Services also offers several certificate programs including: Procure to Pay, Financial Systems Specialist and Certified Payroll Representative. More information about Financial Services training can be found here: http://finance.duke.edu/training/index.php

Learning and Organization Development (L&OD) Training

Learning and Organization Development (L&OD) - part of Duke Human Resources - offers courses and workshops covering professional development, leadership and management development, and computer software and systems. More information about L&OD training can be found here: http://www.hr.duke.edu/training/workshops/index.php
Registration Process

Registration, confirmation and dropping a class are all handled within the Duke Learning Management System (LMS) accessible through the Duke@Work self-service website by clicking on “MyInfo,” then “MyCareer,” and finally “MyLearning.”

You can go directly to the Duke LMS or create a favorite link by using the following address in your browser: http://vmw-lmsweb.duhs.duke.edu/SabaLogin

For specific instructions and job aids on using the Duke LMS for RCC Training see: https://finance.duke.edu/resources/training/research/LMS-UserGuide.pdf

* The instructions for using the Duke Learning Management System (LMS) are provided by Learning and Organizational Development (L&OD)