



RESEARCH COSTING
COMPLIANCE

RCC Course Catalog

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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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 NIH Application Development, Management & Resources 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](#)
- [Effort Fundamentals](#)
- [NIH Application Development, Management & Resources](#)
- [Grants & Contracts and Compliance 101 \(GCC101\)](#)
- [Grants & Contracts and Compliance 102 \(GCC102\)](#)
- [Grants & Contracts and Compliance 103 \(GCC103\)](#)
- [MOU, IPA, PSA's](#)
- [NIH RPPR](#)
- [eSubmissions](#)
- [Other Support](#)
- [Subcontracts / Subawards \(ORS\)](#)
- [Federal Contracting: Proposal Management](#)
- [Budget Development and Negotiation Training](#)
- [Management of Complex Research Projects](#)
- [Management of Training and Career Awards](#)
- [Advanced Effort Management](#)

Post-Award Content – Core content is taught in *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:

- [Post-Award Fundamentals](#)
- [Effort Fundamentals](#)
- [Procuring Goods and Services at Duke](#)
- [Award & Project Setup for Grant Managers](#)
- [Spending Award Funds for Grant Managers](#)
- [Project Monitoring for Grant Managers](#)
- [Project End and Closeout](#)
- [Payroll & Effort Management for Grant Managers](#)
- [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](#)
- [Advanced Effort Management](#)

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 \(IT Security\)](#)

- [Federal Regulatory Environment](#)
- [Export Controls: Advanced Grant Management Workshop](#)
- [Federal Contracting Certification Program \(FCC\)](#)
- [Allocability Training Online](#)

Reports/Reporting – Core content is taught in *Post-Award Fundamentals* 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.

The classes that focus on reports/reporting are:

- [Post-Award Fundamentals](#)
- [Award & Project Setup for Grant Managers](#)
- [Spending Award Funds for Grant Managers](#)
- [Project Monitoring for Grant Managers](#)
- [Project End and Closeout](#)
- [Payroll & Effort Management for Grant Managers](#)
- [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

Audience Group	Recommended Classes
New Employees	Introductory classes
Employees with < 80% grants – mainly Pre-Award tasks	Introductory classes Pre-Award Electives
Employees with < 80% grants – mainly Post-Award tasks	Introductory classes 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 Post-Award Electives Management of Selected Post Award Issues Advanced Grant Management
Employees with >80% grants and more than 3 years' experience – 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 Advanced Grant Management Federal Contracting Certificate
Employees with >80% grants and more than 3 years' experience – 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 Advanced Grant Management

Audience Group	Recommended Classes
Business Managers	Basic Compliance Online Allocability Training Online
Principal Investigators	FY16 PI Continuing Education Allocability Training Online
Lab Personnel	Research Management at Duke Online Basic Compliance Online Allocability Training Online
Seeking CPE Credit?	Management of Selected Post Award Issues Federal Contracting Basics Regulatory Environment

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. ***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. ***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. ***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.

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, FCC 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 Practices

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.***

More Information: (<http://finance.duke.edu/accounting/training/index.php>)

Introduction to Duke General Ledger Accounts – Research Administration

Course #: FIN-GL-RESADMIN
Level: Introductory
Duration: 2 hours
CE Credits: N/A
No-Show Fee: N/A

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 key criteria used to determine appropriate G/L accounts based on a situation, reviews web resources available to assist with this determination, outlines how different roles interact with G/L accounts, and describes common errors and how to avoid them. **The course does not count towards RCC continuing education requirements.**

More Information: (<http://finance.duke.edu/accounting/training/index.php>)

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. **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. ***This course does not provide continuing education credit.***

RAA Core Courses

RAA 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.***

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.

Post-Award Fundamentals needs update to description

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.

Effort Fundamentals

Course #: RCC-INTRO-3400
Level: Introductory
Duration: 3.0 hours
CE Credits: 1.0
No-Show Fee: \$100

Description: This course is designed to provide an introduction to effort and how effort should be managed through the life cycle of a sponsored project. Participants should expect to receive an overview of the following topics: the differences between Campus and School of Medicine/Nursing effort, salary cost-sharing, the relationship between committed effort and effort certification and iForms.

Procuring Goods and Services

Course #: FIN-PGS-RESADMRAA
Level: Introductory
Duration: 2.5 hours
CE Credits: 1.0
No-Show Fee: \$100

Description: Designed for those with Research Administration responsibilities, this course will increase participant knowledge of Duke business processes and operational systems used for goods/services acquisition and the impacts of each on successful management of sponsored research funds. Specific focus will be given to discussion of Duke best practices and available tools to assist with financial management.

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, FCC 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

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.

More Information: (<https://ors.duke.edu/workshop-and-training>)

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.

More Information: (<https://ors.duke.edu/workshop-and-training>)

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>)

NIH Application Development, Management & Resources (Medical Center: SOM/SON)

Course #: ORA-PREAWARD-ADMR16

Level: Introductory

Duration: 12.0 hours

CE Credits: 1.0

No-Show Fee: \$100

Description: This class is designed specifically for SOM/SON grant managers and provides attendees with a solid foundation for understanding the entire initial pre-award process through the receipt of the NIH Notice of Award. Discussion topics include: the main content areas of a Funding Opportunity Announcement (FOA), designing a realistic submission schedule, identifying the systems needed to create & submit an application, identifying resources to assist the grant development process, developing draft budgets and creating a R01 application. **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>)

MOU, IPA, PSA's

Course #: ORA-PREAWARD-1700
Level: Introductory
Duration: 3.5 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: 3.0 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 & Project Setup for Grant Managers

Course #: RCC-POST-1100
Level: Intermediate
Duration: 6.0 hours
CE Credits: 1.0
No-Show Fee: \$100

Description: This two-day course will discuss how to successfully setup an award for compliant and proactive project management. This course will focus on the analysis of a Notice of Award (NOA), correlating the proposal budget to the SAP plan, anticipating and implementing strong financial management practices, subrecipient monitoring and suggested best practices. The course will also include a hands-on review of SAP and SAP Portal reports relevant to establishing a project for compliant management.

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

Spending Award Funds for Grant Managers

Course #: RCC-POST-3300
Level: Intermediate
Duration: 6 hours
CE Credits: 1.0
No-Show Fee: \$100

Description: This two-day course will discuss the spending of sponsored project award funds in a compliant manner. This course will focus on allocating expenses, allowability, allocability & reasonableness (AAR), making adjustments in SAP, rebudgeting sponsored funds, the CAS process and applying appropriate sponsor 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.

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.

Project Monitoring for Grant Managers

Course #: RCC-POST-3100
Level: Intermediate
Duration: 6 hours
CE Credits: 1.0
No-Show Fee: \$100

Description: This two-day course focuses on tools and strategies for proactive and compliant award management throughout the post-award life cycle of the award. These tools and strategies will assist in monitoring all aspects of a sponsored project with a focus on the importance of sound post-award management and its relation to clean close. Topics include, importance of project monitoring at Duke, how to identify actions needed during the life of an award, helpful checklists for pro-active project monitoring, subrecipient monitoring practices, interim reporting practices, how to monitor cost sharing at Duke, and the No Cost Extension Process at Duke.

This course includes a hands-on review of SAP and Duke Portal reports relevant to project monitoring and how to take appropriate action to make any corrections.

Project End and Closeout

Course #: RCC-POST-1500
Level: Intermediate
Duration: 6.0 hours
CE Credits: 1.0
No-Show Fee: \$100

Description: This class provides learners with tools and strategies for compliant and proactive award management within the last year of a project in preparation for clean close at Duke. This class provides

strategies and resources to be understand the 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.

Payroll & Effort Management for Grant Managers

Course #: RCC-POST-3500
Level: Intermediate
Duration: 6.0 hours
CE Credits: 1.0
No-Show Fee: \$100

Description: This course is designed to provide a more in-depth discussion of effort and best practices for compliant effort management. This course will focus on the General Ledger accounts pertinent to effort, Payroll GAPS, Duke@Work reports (ex. Weighted Average Report), roles and responsibilities in effort, guidance on the escalation process for cross-department payroll issues and enhancements made for iForms efficiency.

GMs with limited/no iForms experience are STRONGLY encouraged to view Payroll Access Training for Grant Managers - Online iForms Overview - Video prior to attending (available via LMS).

The course includes an assessment (quiz) and evaluation. Those participants that pass the assessment 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: This course provides 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. The session will provide updated information regarding Duke University's contracting process.

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* focuses on the post-award administration of federal contracts, covering topics such as rebudgeting, effort management, reporting, and prior authorization. Other discussion topics include: internal vs. sponsor salary cap limitations, subrecipient monitoring, financial management of contract overruns/unexpended balances, stop work orders, and general sponsor restrictions on federal contracts. The class also provides guidance on the roles and responsibilities of the PI, department grant manager, and central offices in the management of federal contract deliverables and the close-out of a federal contract.

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: Participants will have the ability to identify federal contracts that require a Small Business Subcontracting Plan, understand the timeline to develop a plan, utilize sources for identifying small businesses, articulate requirements for subrecipient SBSP's, understand key components of a SBSP, comprehend semi-annual and annual reporting requirements, and understand departmental roles and responsibilities.

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

Industry Clinical Trial Electives

Financial Basics for Clinical Research

Course #: DOCR-RES-200
Level: Intermediate
Duration: 2.0 hours
CE Credits: 1.0

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

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> for more information about the AGM program.

AGM Prerequisites

Current RAA Certification is a pre-requisite to entering the AGM Program.

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.

More Information: (<http://finance.duke.edu/systems/training/index.php>)

Federal Regulatory Environment

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

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 (UGC)s 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](#).

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.

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](#).

Export Controls: Advanced Grant Management Workshop

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

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 throughout the life cycle of a sponsored project. This class will identify complex effort scenarios that are commonly presented in the life of a research administrator or grant manager. Complex scenarios include working with clinical research effort distributions, collaborating and managing effort for PI's with joint appointments, summer salary guidance, K award effort requirements, and total professional effort analysis. Topics will be discussed and analyzed via case study assessment and in class discussion to explore problem solving strategies and best practices for effort management of complex scenarios.

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

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.**

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>

Duke Learning Management System

My Learning Calendar | My Preferences | Help | Log Out | Welcome JENNIFER CLARK

Go To: Home

Home | My Learning | Reports | Contact Us

Announcements

Welcome to the Duke Learning Management System (LMS).

NEW REPORT! There is a new report available to print your transcript. Click the link below for instructions.

[Print My Transcript](#)

For instructions on how to register and complete a web based training module click the following link:

[LMS Instructions](#)

[Maestro Care Training Information](#)

For general FAQs & additional information Maestro Care Training information select the Contact Us tab above.

Catalog Search

Learning Catalog

Show exact matches only

Starting: In Next Six Months | Locations: Any Location

Browse: [Category](#) | [Advanced Search I](#)

In-Progress Learning Activities

Sort: Alphabetically

Name	Due Date	Actions
Advanced Grant Management (AGM)		Finish Registration
FY14 Research Administration Academy (RAA) for School of Medicine/Nursing		Finish Registration
ORA SPS Web Demonstration		View Details
RAA Final Exam		Begin Registration

Navigation Links

[View My In Progress Learning](#)

[Search The Catalog](#)

[View Completed Learning](#)

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