



RRU 01

Introduction to Research Administration

This course delivers an overview of research administration and provides department research administrators with the fundamental framework to more effectively administer sponsored awards from cradle to grave.

After completion of this course, participants will be able to:

- Understand TTU's research mission, supporting organizational structure, and sponsored research portfolio
- Understand the research expenditure figures by which TTU is measured
- Distinguish between grants, contracts, cooperative agreements, and gifts
- Understand basic sponsored project terminology
- Describe the life cycle of a sponsored project and recognize the various roles and responsibilities of principal investigators, departmental research administrators, and central administration throughout the cycle
- Understand the components of an effective compliance program
- Understand the overall RRU program and course content

RRU 02

The ABC's of Cost Policy

This course is an in-depth study of the federal costing principles and provides department administrators with the knowledge and resources to ensure compliance with federal regulations and institutional policy.

After completion of this course, participants will be able to:

- Understand the regulatory environment governing award management
- Effectively apply the four cost principles when submitting, reviewing, and monitoring project costs
- Distinguish between allowable and unallowable costs and direct and indirect costs and effectively apply these principles to sponsored projects and cost share funds
- Locate and understand the basis for institutional policies and procedures addressing direct charges and cost share
- Effectively evaluate additional compensation for compliance with federal regulations and institutional policy
- Prepare direct charge documentation that is clear, concise, complete, accurate, and timely
- Summarize how the F&A rate is calculated and understand the F&A recovery and allocation process at TTU

RRU 03

Proposal Development and Acceptance

This course delivers an overview of the proposal development and submission processes at TTU and provides departmental research administrators with the knowledge and resources necessary to efficiently and effectively support principal investigators during this phase of the award management process.

After completion of this course, participants will be able to:

- Recognize the different types of sponsored projects
- Understand how to apply governing regulations, policies, and guidelines when developing proposals including cost share, submission deadlines, and budgetary restrictions
- Locate and maximize the various resources available to department administrators, including agency contacts
- Identify the most common proposal documents and content including the abstract, proposal narrative, bibliography, scope of work, biographical sketch, current and pending items, budget and justifications, and certifications and assurances



- Develop proposal documents and budgets that adhere to agency and institutional requirements, including an overview of best practices for cost sharing
- Identify and use the appropriate proposal submission platform (e.g. Fastlane, NSPIRES, Cayuse, etc.)
- Guide investigators through the internal routing process to ensure proposals comply with institutional approval requirements

RRU 04

Award Management for the Departmental Administrator

This course details regulations governing the financial administration of sponsored awards and provides department research administrators with the knowledge and resources necessary to administer projects efficiently, effectively, and in compliance with federal regulations and institutional policy.

After completion of this course, participants will be able to:

- Use the Banner FOP to identify the source of sponsored funds, the principal investigator, and the function of the work
- Understand the overall process for establishing sponsored projects including award budgets, modifications, and principal investigator changes
- Distinguish among pre-award spending, advance spending FOPs, and temporary salary FOPs
- More effectively apply federal regulations and institutional policy to daily award management processes
- Explain the basis for policies and procedures addressing effort reporting, cost transfers, cost share, sub-recipient monitoring, service centers, program income, fixed price agreements, equipment and accounts receivable.
- Describe the importance of proper closeout of a sponsored project and understand the various roles in the process
- Understand current areas of audit risk and identify red flags
- Take away “lessons learned” from federal audits and best practices within the industry and review the importance of documentation for project costs
- Identify various resources available to assist departmental research administrators

RRU 05

Effort Reporting

This course delivers an overview of the guidelines governing effort certification of sponsored awards and provides department research administrators with the knowledge and resources necessary to monitor effort throughout the performance period as well as the certification period in compliance with federal regulations and institutional policy. Attendees will also be given an overview of eCRT, the electronic effort certification system.

After completion of this course, participants will be able to:

- Easily track effort certifications within their departments.
- Understand effort certifications and the federal and institutional implications of non-compliance.
- Run various reports within the eCRT system.
- Address possible risks pertaining to effort certifications
- More effectively monitor cost transfers to meet deadlines in regards to effort certifications.



RRU 06

This course delivers an overview of the CAYUSE electronic research administration system and provides research administrators with the information they need to more effectively assist PIs in the creation, submission and routing of sponsored project proposals.

After completion of this course, participants will be able to:

- Navigate the CAYUSE system using the overview page and tabs
- Locate funding opportunities and download new opportunities from grants.gov
- Review and update professional profiles in CAYUSE
- Set up and complete the electronic internal routing procedure
- Create proposal opportunities and identify required proposal sections such as standard forms, budgets and sub-award information