



## RRU 07

## Subaward Monitoring and Review

This course explains the management of subawards and provides information on subaward negotiation, invoicing and reporting requirements, and roles and responsibilities of parties involved.

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

- Understand the basic definition of a subaward
- Know how and when subawards are negotiated within the prime award proposal
- Differentiate the roles of ORS and AS in the administration of subawards
- The PI's role while the subaward is active
- Understand the process for paying subaward invoices
- Understand the reporting requirements for subawards

## RRU 08

## Federal Equipment

This course explains the management of federal equipment and provides information on determining ownership, proper usage of procurement forms, and roles and responsibilities of parties involved.

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

- Recognize proper procurement forms to use for specific purchases
- Know correct account coding in the financial system for different types of purchases
- Locate and identify terms citing ownership of equipment
- Understand the process of disposition of equipment after an award has ended

## RRU 09

## Service Center Roles and Responsibilities

This course delivers guidance on service center roles and responsibilities including rate preparation, annual rate review, and on-going monitoring of service center fund balances.

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

- Understand the regulatory requirements for service center operations
- Effectively prepare a rate development worksheet for initial or annual review
- Effectively discharge service center financial responsibilities including billing, proper charging of expenses, and monitoring of fund balances



## RRU 10

### Award Closeout Process, Roles, and Responsibilities

This course provides direction and understanding of the closeout process. Topics discussed include institutional policy, award and governmental requirements, and resources and procedures of the award closeout process.

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

- Reference closeout policies and resources
- Understand the process of award closeout
- Effectively run necessary reports to complete the closeout checklist

## RRU 11

### Let's Talk Cost Sharing

This course offers an overview of the guidelines governing cost sharing on sponsored projects and the steps to monitoring progress and compliance to meet obligations.

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

- Identify committed cost share in sponsored project proposals/agreements
- Explain the purpose of companion accounts to track cost share on sponsored projects
- Recognize the process by which companion accounts are established
- Distinguish the difference between cash vs. non-cash cost share
- Run various reports to review cost share progress
- More effectively determine progress towards meeting cost share