The Award Lifecycle Moves Through Six Basic Stages

| Find Funding | Develop Proposal | Submit Proposal | Award and Subaward Negotiation & Acceptance | Award and Subaward Management & Reporting | Closeout |

Pre-Award

Post-Award
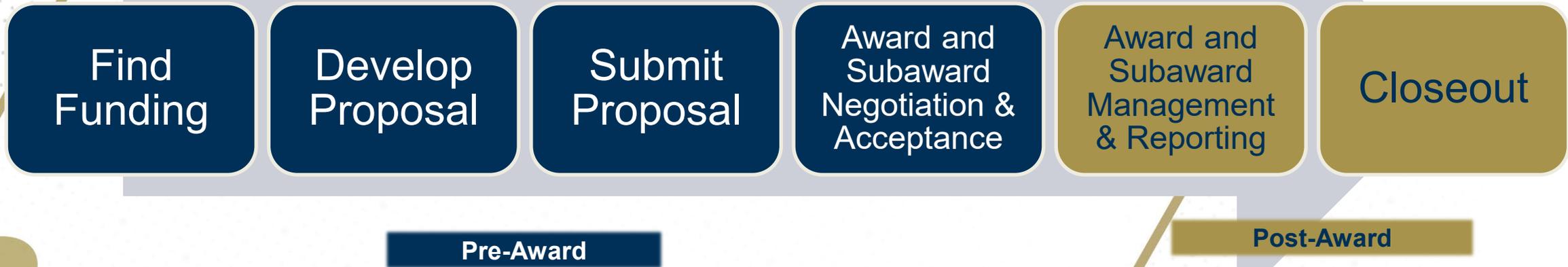
To register for any courses, log in with your GT credentials at
https://gtri.sabacloud.com

Georgia Tech

Internal Professional Development Opportunities

Overview of Internal Certification Programs

- **Basic Certification**
  - Introduction to the Research Enterprise at Georgia Tech
  - What are GTRC & GTARC?
  - Mentor Panel Discussion and Networking

- **Intermediate Certification**
  - Pre-Award Proposal Preparation and Submission
  - Pre-Award Budgeting, IDC, & Cost Principles
  - Pre-Award Activities
  - Post-Award Management & Financial Compliance
  - Post-Award Management & Research Compliance
  - Post-Award Activities
  - Internal Controls Workshop
  - 2 CFR 200 Workshop (or) FAR Webinar Series
  - How To Courses (topic-specific)
  - Georgia Tech Systems Courses
  - Sponsor-Specific Courses

- **Advanced Certification**
  - Advanced Budgeting
  - Allowable & Allocable Costs
  - Assimilating New Compliance Requirements
  - Audit Findings – Effort & Compensation
  - Costing
  - Non-Compliance
  - Membership Agreements *coming soon
  - Service Centers

- **Graduate / Postdoc / Early Career Development Series**
  - Proposal Preparation & Submission Process
  - Budget Preparation
  - Post-Award Management

Research Administrator Development Series

Basic Certification: The following courses are relevant to any person involved in research at Georgia Tech as they provide the foundational knowledge needed to conduct research at Georgia Tech.

Introduction to the Research Enterprise at Georgia Tech

- The Award Life Cycle and Sources of Research Funds at Georgia Tech
- Georgia Tech Research Enterprise Support Units
- The Institute's systems and services relevant to research administration
- Georgia Tech Policies, State and Federal Regulations, and Internal Controls
- Demystifying Research Administration at Georgia Tech: Our Acronyms, Definitions, Terminology, and Resources

What are GTRC and GTARC?

- There are two 501(c)(3) organizations that support research at Georgia Tech and serve as contracting entities. This course provides an understanding of how each entity supports our research.

Mentor Panel & Networking Event

- The panel discussion will provide insights into the research enterprise, policy and procedures providing opportunities for Q&A as well as time to network with the mentors in an informal manner.

Research Administrator Development Series

Intermediate Certification: Courses that cover the full lifecycle of the award with Georgia Tech-specific policy and procedure details.

- To obtain certification: must complete all Core Classes, 2 Workshops, & 1 class under each Elective

Core Classes

- Pre-Award Proposal Preparation and Submission
- Pre-Award Budgeting, F&A, and Cost Principles
- Pre-Award Activities
- Post-Award Management & Financial Compliance
- Post-Award Management & Research Compliance
- Post-Award Activities

Workshops

- Internal Controls Workshop
- 2 CFR 200 Workshop
  or
  FAR Webinar series

Electives

- How-To topics
  - Subawards
  - Service Centers
  - Cost Share
  - Effort Reporting
- GT Systems
  - eRouting
  - Cayuse
- Sponsor Specific
  - NSF
  - NIH

Research Administrator Development Series

Advanced Certification: Courses that cover the full lifecycle of the award with hands-on activities, case studies and scenarios.

- Pre-Requisites required prior to attending
- To obtain credit: must complete at least 4 Core Classes (additional classes always in development)

Pre-Requisites

- Internal Controls Workshop
- 2 CFR 200 Workshop
  or FAR Webinar series

Core Classes

- Advanced Topics: Assimilating New Compliance Requirements
- Advanced Topics: Allowable & Allocable
- Advanced Topics: Audit Findings - Effort & Compensation
- Advanced Topics: Budgeting
- Advanced Topics: Costing
- Advanced Topics: Non-Compliance
- Advanced Topics: Service Centers

Internal Certification Programs - https://osp.gatech.edu/professional-development-internal

Graduate / Postdoc / Early Career Development Series

Intro to Proposal Preparation, Submission & Post-Award Processes

Workshop Series

Proposal Preparation & Submission Process

- Types of Agreements (Funding Instruments)
- Proposal Preparation and Submission Process
- Common Proposal Documents
- How to Read a Solicitation
- Collaborative Projects & Sub-Awards
- Working with VPRA Contracting Officers

Budget Preparation

- What costs belong (allowable, allocable and reasonable)
- How to differentiate between Direct Costs and Indirect Costs
- Identify questions to ask yourself when creating a budget
- How to calculate MTDC

Post-Award Management

- Introduction to Grants & Contracts Accounting
- Establishing Sponsored Awards
- Managing Sponsored Program Activities
- Monitoring Sponsored Program Activities
- Completion & Closeout of Sponsored Programs

PI Project Management Reference Manual

GT Certification Contact Hours & CEU credit

RACC
RESEARCH ADMINISTRATORS CERTIFICATION COUNCIL

Approved by RACC to use for your CRA, CPRA, and CFRA recertification hours!

GEORGIA TECH
RESEARCH ADMINISTRATION
BASIC CERTIFICATION

This certificate is awarded to

Hedly Broxton

16-SEP-2021

10 contact hours (1 CEU)

Deanna Hendrickson
Signature

GEORGIA TECH
RESEARCH ADMINISTRATION
INTERMEDIATE CERTIFICATION

This certificate is awarded to

Hedly Broxton

03-NOV-2021

27.5 contact hours (2.75 CEU)

Deanna Hendrickson
Signature

GEORGIA TECH
RESEARCH ADMINISTRATION
ADVANCED CERTIFICATION

This certificate is awarded to

Hedly Broxton

08-DEC-2022

8 contact hours (0.8 CEU)

Deanna Hendrickson
Signature

Georgia Tech

Additional Professional Development Opportunities

CRA Study Group at Georgia Tech

https://sites.gatech.edu/gtcra/

Georgia Tech

Georgia Tech's Certified Research Administrator (CRA) Study Group

Welcome! | General Information | Modules ⌄ | Discussion Forum | Live Virtual Sessions

Welcome to Georgia Tech's Certified Research Administrator (CRA) Study Group!

Our Certified Research Administrator (CRA) Study Group will help to prepare you to sit for the upcoming certification exam, offered by the Research Administrators Certification Council (RACC).

Our content is set-up in **11 modules**, with additional helpful resources throughout. Most of it is available asynchronously/on-demand (videos, presentation slides, quizzes). Some may prefer to take each of these on a weekly basis, leading up to the upcoming exam window.

With fun-filled topics ranging from the Uniform Guidance (2 CFR 200) to Effort Reporting and Subawards – and *almost* everything in between, there will surely be something for everyone.

There are also **three live/virtual sessions** to debrief and discuss the modules:

- **Modules 1-4**: March 20, 12:30pm-2:00pm ET
- **Modules 5-8**: April 10, 12:30pm-2:00pm ET
- **Modules 9-11, Final Discussion**: May 1, 12:30pm-2:00pm ET

Note: The Research Administrators Certification Council (RACC) is actively updating all its materials in accordance with changes to the Uniform Guidance (2 CFR 200) announced in April 2024 and effective beginning October 1, 2024.

As of **July 1, 2025**, references to the Uniform Guidance in all RACC exams (CRA, CFRA, and CPRA) and practice exams **reflect the revised guidance**.

Note: Completing these 11 modules will not guarantee a passing score on the exam. Individuals should expect to spend additional time preparing for the exam. Special focus and additional time should be allotted in subject areas and concepts where you are less familiar.

CRA, Certified Research Administrator certification is copyrighted by the Research Administrators Certification Council (RACC). These materials are intended to provide resources for those preparing to take the CRA exam and for those wanting to learn more about research administration. These materials are not endorsed by RACC. There is no guarantee that using these materials will help you pass the exam. These materials do not contain any inside information on the content of the exam beyond what is available on the RACC website.

Your future in research administration starts here.

Click below to jump into **General Information** tab to begin to prepare for the CRA exam.

You can also use the navigational headers at the top of the page, noting that the quizzes within the modules are password protected for tracking purposes. Reach out to training@osp.gatech.edu with any questions!

LET'S JUMP IN!