

RAPDP Curriculum Overview

Research Administration Professional Development Program

Foundational		Intermediate		Specialty	
FI Research Administration Overview	3h	PD2 Proposal Development	3h	ST1 Fellowships & Training Grants (<i>online</i>)	1h
F2 Research in a Regulatory Environment	3h	PD3 Research Conflict of Interest (<i>online</i>)	1h	ST2 Cost Share	3h
F3 Customer Service for the RA	2h	FM1 New Awards	3h	PD4 Developing Large & Complex Proposals	3h
PD1 Budget Development	4h	FM2 Federal Cost Policy & Compliance	3h	ST3 Animal Subjects Research (<i>online</i>)	1h
F4 Fund Accounting (<i>online</i>)	1h	FM3 Non-Federal Cost Policy & Compliance	3h	ST4 Human Subjects Research (<i>online</i>)	1h
		FM4 Fund Management	3h	ST5 Industry Membership Agreements (<i>online</i>)	1h
		FM5 HR for the RA	3h	ST6 Supplier Diversity Overview (<i>online</i>)	1h
		FM6 Closeouts	3h		
		FM7 Outgoing Subawards (<i>online coming soon</i>)	3h		

Foundational Certificate of Completion (13 hours)

Intermediate Certificate of Completion (38 hours)

Specialty Certificate of Completion (49 hours)

Foundational workshops establish a baseline of knowledge necessary for beginning and veteran RAs, including an orientation to the major campus offices and the basics of fund accounting and chartstrings.

Pre-Award workshops cover the proposal development process, particularly budget development, compiling the necessary documentation for institutional review, and submission to sponsor through SPO/IAO.

Post-Award workshops cover the fund management process, particularly the post-award lifecycle, federal and non-federal cost policy, and monthly reporting and reconciliation.

Specialty workshops cover unique processes, and build upon both pre-award and post-award content. When possible, these modules are offered online to serve immediate needs.

Central HR: Learning & Development
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