COURSE SYLLABUS

Financial Administration of Federal Grants Course

This two-day, recipient-focused course equips federal grants and program staff to manage grant funds from award acceptance through closeout by meeting 2 CFR 200 financial standards, ensuring cost allowability and cash management, and maintaining audit-ready documentation.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/financial-administration-of-federal-grants-recipient-focused-course



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Course Outline

Module 1: Financial Management Requirements for Recipients

- Identify recipient financial management responsibilities under 2 CFR 200.
- Understand required financial system standards.
- Recognize common financial management failures.

Module 2: Budgeting and Award Financial Setup

- Interpret approved budgets and award financial terms.
- Establish grant accounts and cost centers.
- Align budgets with program operations.

Module 3: Allowable Costs and Cost Principles in Practice

- Apply allowability, allocability, and reasonableness standards.
- Identify unallowable costs and common mistakes.
- Document cost decisions defensibly.

Module 4: Internal Controls and Segregation of Duties

- Understand internal control requirements for recipients.
- Identify risks related to weak controls.
- Implement practical control activities.

Module 5: Procurement and Financial Transactions

- Apply procurement standards to purchasing decisions.
- Distinguish procurement from subawards.
- Manage vendor payments compliantly.

Module 6: Cash Management and Drawdowns

- Manage payment systems and drawdowns correctly.
- Avoid cash management violations.
- Reconcile drawdowns to expenditures.

Module 7: Financial Reporting and Monitoring

- Prepare accurate financial reports.
- Reconcile financial and program data.
- Respond to monitoring requests.

Module 8: Audit Readiness and Financial Documentation

- Identify documentation auditors expect to see.
- Prepare for Single Audit or program-specific audits.
- Address audit findings related to financial management.

Module 9: Managing Changes, Corrections, and Adjustments

- Handle budget revisions and prior approvals.
- Correct errors and mischarges appropriately.
- Maintain defensible audit trails.

Module 10: Financial Closeout and Record Retention

- Complete financial closeout requirements.
- Resolve final cost issues.
- Apply record retention rules.