COURSE SYLLABUS

Grants Management Certificate Program

Gain essential skills to manage federal grants effectively, from pre-award to closeout, while aligning with Uniform Guidance, cost principles, and monitoring protocols.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/certificates/grants-management-certificate-program



support@graduateschool.edu •
(888) 744-4723

Course Outline

This package includes these courses

- Introduction to Grants Course (24 Hours)
- Uniform Administrative Requirements for Federal Grants Course (16 Hours)
- Cost Principles for Grants Course (16 Hours)
- Detecting and Preventing Federal Grant Fraud Course (16 Hours)
- Internal Control for Grants Course (16 Hours)
- Monitoring Grants Course (8 Hours)
- Auditing Grants Course (16 Hours)

Attend the AI for Federal Grants Management class for free as part of this certificate. Choose your date after you register for the program.

AI for Federal Grants Management Course

Introduction to Grants Course

This course introduces participants to the foundational structure of federal grants management, covering key regulatory requirements, program distinctions, and practical skills needed to manage federal awards effectively across the grant lifecycle.

- Identify the stages of the federal grants lifecycle from concept to closeout.
- Distinguish between mandatory and discretionary programs.
- Interpret pre-award and post-award requirements within the Uniform Guidance framework.
- Explain key award components and navigate federal decision and application processes, including Grants.gov.
- Review Subparts A–D of 2 CFR Part 200.
- Apply baseline skills in negotiation, performance oversight, recipient monitoring, and audit preparation.
- Connect federal policy and regulatory requirements to day-to-day grants management practices.

Uniform Administrative Requirements for Federal Grants Course

Translate 2 CFR 200 Subparts A-D into practical steps across pre-award, post-award, and closeout, including subrecipient oversight and audit. Ideal for professionals who manage, oversee, or support federal assistance programs.

- Summarize the key legislation that underpins federal assistance programs.
- Explain the structure, purpose, and intent of the Uniform Guidance (2 CFR 200).
- Distinguish between types of assistance and award instruments.
- Apply core administrative, financial, and audit requirements across the grant lifecycle.
- Translate regulatory requirements into day-to-day grants management practices.
- Strengthen policy writing, procedure design, and award management through practical application of the Uniform Guidance.

Cost Principles for Grants Course

Master 2 CFR Part 200 (Subpart E) and FAR 31.2 cost rules, allowability, allocability, reasonableness, and practice decisions with real-world scenarios. Perfect for professionals who manage, oversee, or support federal assistance programs.

- Apply the three core federal cost tests—allowability, allocability, and reasonableness—to actual financial transactions.
- Distinguish accurately between direct and indirect costs and apply consistency rules in classification.
- Interpret and apply federal requirements in 2 CFR 200 Subpart E and related guidance.
- Assess selected items of cost and determine when exceptions, restrictions, or special documentation apply.
- Develop defensible, audit-ready rationales for approving or denying questionable or gray-area costs.
- Understand how indirect cost rates are developed, negotiated, approved, and applied to budgets.
- Evaluate when to use the de minimis indirect cost rate and recognize its advantages and limitations.
- Identify key documentation required to support cost allowability and avoid common audit findings.
- Strengthen internal controls that support cost compliance, including approvals, segregation of duties, reconciliations, and monitoring.
- Prepare effectively for audit testing of cost principles, including organizing files, documenting methodologies, and identifying risks.
- Analyze real-world scenarios to develop corrective actions and preventive measures that improve ongoing compliance.

Detecting and Preventing Federal Grant Fraud Course

- Conduct fraud-focused risk assessments in the context of federal grants.
- Design monitoring processes that emphasize prevention and include actionable steps.
- Evaluate internal controls to identify gaps and vulnerabilities.
- Apply fraud detection techniques through case-based exercises.
- Analyze real-world scenarios to identify how fraud could have been prevented or detected.
- Build a practical toolkit for reducing fraud risk across awards and subawards.

Internal Control for Grants Course

- Define risk in the context of grants management and oversight.
- Explain legislative and administrative requirements for internal controls.
- Describe how risk and internal controls are connected throughout the assistance lifecycle.
- Translate internal control frameworks into practical grants management activities.
- Design, document, and test controls that promote compliance and performance.
- Apply best practices for monitoring and oversight through case-based exercises.

- Link Green Book principles to grant management by ensuring control activities align with compliance requirements, allowable costs, and program objectives.
- Apply risk assessment to identify vulnerabilities in grant spending, reporting, and subrecipient monitoring.
- Document and monitor control activities (e.g., approvals, reconciliations, and segregation of duties) to strengthen accountability for grant funds.
- Use ongoing evaluation and corrective actions to address internal control deficiencies and demonstrate compliance with federal standards.

Monitoring Grants Course

This focused course clarifies what effective grant monitoring looks like, how to scale oversight by risk, and how to complete closeout correctly. Participants learn the language of monitoring, the linkage between risk and internal control, and how to select and execute the right mix of oversight techniques.

- Explain legislative requirements that govern monitoring and internal controls.
- Define key terms related to monitoring, risk assessment, and internal control.
- Describe both programmatic and fiscal monitoring techniques.
- Outline the benefits and essential steps of conducting site visits.
- Develop recommendations and procedures for effective grant closeout.
- Summarize responsibilities for pass-through monitoring and closeout compliance.

Auditing Grants Course

Learn the full grants management lifecycle, from award to close-out, while understanding the auditor's role in assessing compliance and performance. This course provides strategies for developing audit objectives, identifying issues, and offering constructive feedback.

- Understanding the grants management process and regulatory requirements.
- Developing audit objectives and procedures for compliance and performance.
- Applying cost principles and performance measurement techniques.
- Providing constructive feedback and recommendations for corrective actions.
- Conducting audits through case studies and practical exercises.