COURSE SYLLABUS

Grants Management Certificate Program (Self-Paced)

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 in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/certificates/grants-management-program-self-paced

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Course Outline

This package includes these courses

- Introduction to Grants Course (Self-Paced) (18 Hours)
- Uniform Administrative Requirements for Federal Grants Course (Self-Paced) (12 Hours)
- Cost Principles for Grants Course (Self-Paced) (12 Hours)
- Detecting and Preventing Federal Grant Fraud Course (Self-Paced) (12 Hours)
- Internal Control for Grants Course (Self-Paced) (12 Hours)
- Monitoring Grants Course (Self-Paced) (6 Hours)
- Auditing Grants Course (Self-Paced) (12 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 (Self-Paced)

Introduction to Grants Course (Self-Paced)

- Identify the stages of the federal grants lifecycle from concept to closeout.
- Distinguish between mandatory and discretionary programs.
- Interpret pre-award requirements within the Uniform Guidance framework.
- Interpret post-award requirements within the Uniform Guidance framework.
- Explain key award components and navigate the government decision and application processes, including Grants.gov.
- Review of subparts A - D of 2 CFR 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 (Self-Paced)

- Summarize the key legislation that underpins federal assistance programs.
- Explain the structure, purpose, and intent of the Uniform Guidance (2 CFR 200) subparts A-D.
- Explain the structure, purpose, and intent of the Uniform Guidance appendices.
- 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 (Self-Paced)

- Summarize the core cost principles of allowability, allocability, and reasonableness.
- Distinguish between direct and indirect costs within federal grant budgets.
- Evaluate selected items of cost under Subpart E of 2 CFR 200.
- Apply documentation practices that support consistent and defensible cost decisions.
- Prescribe internal control measures to ensure compliance and audit readiness.
- Practice applying cost principles through targeted discussions and case-based exercises.

Detecting and Preventing Federal Grant Fraud Course (Self-Paced)

- 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 (Self-Paced)

- 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 (Self-Paced)

- 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 (Self-Paced)

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.