

# Grants Recipient Certificate Program (Self-Paced)

This certificate equips federal grant recipient professionals with the financial, legal, and oversight knowledge needed to manage federal grant funds responsibly. Participants develop practical skills in financial administration, subaward management, performance monitoring, and audit readiness to ensure compliance and accountability throughout the grant lifecycle.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/certificates/grants-recipient-certificate-program-self-paced>



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## Course Outline

This package includes these courses

- Financial Administration of Federal Grants Course (Self-Paced) (12 Hours)
- Managing and Monitoring Subawards Course (Self-Paced) (12 Hours)
- Grant Performance, Outcomes, and Results Management Course (Self-Paced) (12 Hours)
- Negotiating Award Terms and Special Conditions Course (Self-Paced) (12 Hours)
- Federal Grant Law and Policy Framework (Self-Paced) (12 Hours)
- Audit Prep Workshop for Federal Grants (Self-Paced) (12 Hours)

### Financial Administration of Federal Grants Course (Self-Paced)

Financial Administration of Federal Grants is a two-day, recipient-focused course that 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.

- Explain recipient financial management responsibilities under 2 CFR 200
- Establish and maintain financial systems that meet federal standards
- Distinguish allowable, allocable, and reasonable costs in practice
- Manage budgets, expenditures, and cash drawdowns accurately
- Apply procurement and internal control requirements to financial transactions
- Maintain documentation that supports cost allowability and allocability
- Identify financial red flags that lead to audit findings and questioned costs
- Respond appropriately to monitoring reviews and audit inquiries
- Prepare for financial closeout and record retention requirements

- Demonstrate financial administration practices that protect federal funds and organizational credibility

## **Managing and Monitoring Subawards Course (Self-Paced)**

A two-day, hands-on course for federal grants and program staff on managing subawards across the lifecycle using risk-based monitoring to strengthen performance, address noncompliance, and meet 2 CFR 200 and audit expectations.

- Distinguish subrecipients from contractors under federal regulations
- Apply pre-award risk assessment to subrecipient selection
- Draft and manage compliant subaward agreements
- Design risk-based subrecipient monitoring strategies
- Interpret financial and performance information from subrecipients
- Identify early warning signs of noncompliance or performance failure
- Respond appropriately to subrecipient findings and issues
- Document monitoring activities and decisions defensibly
- Coordinate corrective actions, technical assistance, and enforcement
- Manage subaward closeout and record retention requirements

## **Grant Performance, Outcomes, and Results Management Course (Self-Paced)**

A two-day, hands-on course that equips federal grant professionals to manage and document post-award performance. Participants learn to align objectives, measures, data, reporting, and oversight, distinguish outputs from outcomes, and address performance risk and underperformance to withstand scrutiny from leadership, auditors, OIG, OMB, and Congress.

- Design performance frameworks that align activities, outputs, and outcomes
- Distinguish between compliance reporting and results management
- Identify and prioritize material performance risks
- Develop performance measures that are credible, measurable, and decision-useful
- Use performance data to inform oversight, technical assistance, and corrective action
- Respond to underperformance in a structured, defensible manner
- Document performance decisions in ways that withstand audit and oversight review

## **Negotiating Award Terms and Special Conditions Course (Self-Paced)**

Negotiating Award Terms and Special Conditions equips professionals with the skills needed to structure federal awards using clear, defensible conditions aligned with risk and regulatory authority. Participants learn how to evaluate risk, negotiate conditions with recipients, and manage special conditions across the award lifecycle while maintaining audit-ready oversight practices.

- Explain the legal and regulatory authority governing award terms and special conditions.
- Apply risk assessment findings to determine when special conditions are appropriate.
- Differentiate between standard terms, agency-specific terms, and risk-based special conditions.
- Draft clear, enforceable award conditions that address documented risks.
- Evaluate common drafting failures that weaken enforceability or audit defensibility.
- Translate risk categories into proportionate and monitorable award controls.
- Apply negotiation strategies that balance collaboration with federal oversight authority.

- Document conditioning decisions clearly to support consistency and defensibility.
- Monitor and manage special conditions throughout the award lifecycle.
- Modify or remove special conditions based on evidence and defined exit criteria.

## **Federal Grant Law and Policy Framework (Self-Paced)**

Federal Grant Law and Policy Framework is a two-day course that helps federal grants and program staff apply the core legal and policy authorities governing federal financial assistance. Participants learn how these requirements translate into defensible grant decisions and reduced audit and oversight risk.

- Identify the primary legal authorities governing federal grants and cooperative agreements
- Explain the relationship between statutes, regulations, and policy guidance
- Distinguish grants from cooperative agreements and procurement contracts
- Interpret key provisions of the Uniform Guidance
- Apply legal and policy requirements to grant program design and administration
- Recognize areas of discretion and limitation in grant management decisions
- Identify common legal and policy misinterpretations that create risk
- Support defensible decision-making under audit and oversight review
- Communicate legal and policy requirements clearly to stakeholders
- Demonstrate compliance grounded in legal authority rather than custom or habit

## **Audit Prep Workshop for Federal Grants (Self-Paced)**

Audit Prep Workshop for Federal Grants is a two-day, hands-on course that equips federal grant recipient staff to prepare documentation, manage the audit process, and respond to findings and questioned costs with defensible corrective actions.

- Explain the purpose and scope of federal audits affecting grant recipients
- Identify audit standards and requirements applicable to federal awards
- Assess organizational readiness for audit
- Organize financial, programmatic, and compliance documentation
- Respond effectively to auditor requests and inquiries
- Identify common audit findings and their root causes
- Support auditors while protecting organizational interests
- Develop corrective action plans that address audit findings
- Track and document corrective actions and follow-up
- Demonstrate audit readiness as part of ongoing grant management