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 Management (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)

Introduction to Grants Management (Self-Paced)

- Define common types of grants and grant-related terminology
- Interpret common administrative and cost requirements within the new uniform grants management requirements
- Distinguish between the phases of the budget process and how grant budgets are developed
- Develop procedures for assessing risk relating to your program
- Address high-risk issues through developing, implementing, and evaluating agency/programmatic internal controls
- Understand and apply various sanctions and other remedies for instances of non-compliance
- Apply OPM's general and professional competencies to grants management

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.