ANNOUNCEMENT: The Department of Contracts and Grants is proud to announce that the C&G Curriculum will be going live with online classes starting **Monday, February 17th, 2014**.

Over the last four years, the Department of Contracts and Grants has offered a [Certificate in Research Administration](#) to all university employees whose responsibilities brought them in contact with any aspect of contracts and grants. This certification previously required students to attend classes in-person, at set times, in various settings across campus. After a careful assessment of student feedback, we have updated all C&G Curriculum courses and transferred them to an online format through [Trojan Learn](#). Instructional courses have been re-designed to foster an interactive learning environment that puts the student in the driver's seat. Some of the highlights of this online system include:

- **Self-Paced Learning:** You can start and exit a course at any time, returning from where you left off upon logging back in.
- **Quizzing:** Quizzes are built into each course so you no longer need to navigate to a separate website in order to take a quiz.
- **24/7 Course Availability:** Take your course at work, at home, at the airport, or anywhere else for that matter. As long as you have a PC/Laptop with a stable internet connection, you can take a course.
- **Interaction:** Students will be required to interact with case studies, scenarios, links, and downloadable files. We also offer the ability to ask questions anytime throughout a course via an interactive button on each slide.

You can view a short demonstration of what the courses will look like by clicking [HERE](#).

Timeline

All C&G Courses will be offered in specific time blocks. For a summary of course requirements for completing the Certificate in Research Administration, please visit DCG's [Training for Research Administrators](#) page. Below are the tentative dates for each course:

- 2/17/2014 – 4/1/2014:
  Fundamentals of Research Administration, Conflict of Interest in Research

- 4/01/2014 – 5/15/2014:
  And the Award Goes To…, Navigating the National Science Foundation, Wherever You Go, There You Are: Export Controls

- 5/15/2014 - 7/15/2014:
  Preparing Your Proposal, Help Me With My Budget, Basics of Intellectual Property, Navigating the National Institutes of Health

- 7/15/2014 – 9/15/2014:
  Gifts, Grants or Whatever, Understanding Contracts

*Note: The above dates are tentative and subject to change. With the implementation of TARA across the University, there will be changes to systems, workflow, and processes that will require modification to some of the above modules. This has the potential to affect rollout dates.

How to Register

Currently Enrolled Students:
1. Starting Monday, February 17[th,] please visit the Trojan Learn Portal.
2. Click "Logon to Trojan Learn"
3. Enter Your USC Username and Password
4. Click "My Training"
5. You will see your C&G Curriculum courses.

New/Prospective Students:
1. Please email Congelli@research.usc.edu to setup registration.

Technical Requirements

A complete list of technical requirements for the online C&G Curriculum can be found HERE.
Note if the above link does not work: Click the link → Log in using your USC credentials → Re-click the above link.

Spread the News!

The C&G Curriculum is a valuable resource for administrative or other support staff working at a program, department or dean's office level. The C&G Curriculum offers a comprehensive training program developed to meet the needs of today's evolving research environment, allowing participants to develop higher competency, increase efficiency, and improve compliance according to USC and sponsor requirements. If you know of faculty or staff that can potentially benefit from this type of training, please have them visit DCG's Training for Research Administrators page or email Congelli@research.usc.edu for more information.

Questions?

Should you have any questions regarding the C&G Curriculum, please contact Noah Congelliere at the Department of Contracts and Grants.