

NewsFlash!

Announcement: The Department of Contracts and Grants is proud to announce the launch of the new [Grants Management Training for Staff](#) program, which will go live on **Monday, February 1, 2016**. The Grants Management Training for Staff program has been revamped and placed inside of [Trojan Learn](#), USC's online learning platform. The two-course program is mandatory for all staff seeking access and/or expenditure authority on sponsored projects accounts.

If you have previously completed Grants Management Training, you are not required to take the course again at this time.

Program Information

The Grants Management Training for Staff program consists of two separate classes:

The Fundamentals of Research Administration

This introductory course will welcome you to the world of research administration at USC and will assist you in mastering key concepts necessary for effective management of sponsored projects. The course covers: the USC research environment and its principles; roles and responsibilities among the research community; general terms and policies associated with USC's research and creative endeavors; and the lifecycle of a proposal and award.

And the Award Goes To...

This course will unlock the mystery of the award setup process and focus on post-award management issues. Discussion includes pre-award negotiations and actions such as revised budgets; the award acceptance process; project changes; rebudgeting; award administration policies; fulfilling project reporting obligations; and award closeout.

Please note: Both courses are part of a larger training program called [The Cardinal & Gold Curriculum](#). Upon completion of the required Grants Management Training courses, users will also be given credit for two courses needed to obtain a Certificate in Research Administration. Participation in the C&G Curriculum is completely optional, but provides a valuable opportunity for staff to obtain additional knowledge and expertise in the field of research administration.

Questions? If you have any questions, please refer to the Grants Management Training for Staff [webpage](#) or contact [Noah Congelliere](#) in the Department of Contracts and Grants.