COURSE SYLLABUS

Grants Management Certificate Program

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 (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/certificates/grants-management-certificate-program



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Course Outline

This package includes these courses

- Introduction to Grants Course (24 Hours)
- Uniform Administrative Requirements for Federal Grants Course (16 Hours)
- Cost Principles for Grants Course (16 Hours)
- Detecting and Preventing Federal Grant Fraud Course (16 Hours)
- Internal Control for Grants Course (16 Hours)
- Monitoring Grants Course (8 Hours)
- Auditing Grants Course (16 Hours)

Introduction to Grants Course

- Identify the stages of the federal grants lifecycle from concept to closeout.
- Distinguish between mandatory and discretionary programs.
- Interpret pre-award and 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

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

- 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

- 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

- 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

- 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

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.