

Research Administration Certificate Series (RACS)

Certificate Series Checklist

Name: _____ E-mail: _____

Department: _____

The Research Administration Certificate Series (RACS) sponsored jointly by the Office of Research and Extramural Funds Accounting. It is a certificate program for UC Davis research administrators designed to provide participants with a basic foundation for the administration of sponsored programs.

Instructions: Indicate below the courses which you have completed. When you believe you have fulfilled the requirements for the Research Administration certificate, scan and return this form to Staff Development and Professional Services at sdps@ucdavis.edu.

Pre-Award

Required:

- Sponsored Programs Essentials
- Proposal Preparation and Submission
- Preparing a Proposal Budget: Basics
- Preparing a Proposal Budget: Lab
- Understanding the Awards Process
- Electronic Research Administration (eRA)

Post-Award

Required:

- Principles of Research Administration
- Post Award Administration, Part I
- Post Award Administration, Part II
- Costing Principles
- Indirect Costs
- Cost Sharing and Effort Commitments
- Financial Closeouts
- Decision Support Reports for Research Administration

Other Research Compliance

Required:

- Protection of Human Research Subjects (CITI certificate for the Basic Course with either the Biomedical Focus or the Social and Behavioral Focus must be attached)
- Animal Care and Use
- Technology Transfer for the Research Administrator
- National Security Issues
- Copyrights at UC Davis
- Conflict of Interest: How to Spot and Manage It

Risk Management

Required:

- Accountability, Ethics and Internal Controls
- How to Survive an Audit

Questions?

Contact Staff Development and Professional Services (530) 752-1766