

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
- ____ Intellectual Property and Technology Transfer Series (6 videos)
- ____ 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