

## RESEARCH ADMINISTRATION

### BODY OF KNOWLEDGE

<http://www.cra-cert.org/bodyofknowledge.html>

#### I. PROJECT DEVELOPMENT AND ADMINISTRATION

- CLASSIC RESOURCES:
  - [Science and the Endless Frontier: A Report to the President by Vannevar Bush \(1945\)](#)
  - [Allocating Federal Funds for Science and Technology - National Academy of Sciences \(1995\)](#)
  
- A. *Collection and Dissemination of Information*
  1. Marketing - Internal and External
  2. Resource Documents, Application Materials and Information
  3. Dissemination of Information/Publications
  4. Liaison
  5. Public Relations
  6. Agency Structure and Practice
  7. [NSF Update](#)
  8. [Office of Extramural Research NIH Overview](#)
  9. [NIH Update](#)
  
- B. *Proposal Development*
  1. Proposal Writing
  2. Budget Preparation
  3. Documentation to Meet Sponsor Requirements
  4. Internal Proposal Processing
  5. Negotiation Techniques
  6. Contracting Basics
  
- C. *Administration of Awards*
  - Overview: [COGR Good Practices Principle](#) (Word Document)
  - 2. [Monitoring Activity](#)
  - 3. [Reports on Progress and Financial Status](#)
  - 4. [Continuation Funding](#)
  - 5. [Close Out](#)
  - 6. Changes in Project Status
  
- D. *Ethics and Professionalism*
  - Overview:
    1. Conflict of Interest
    2. Bioethics
    3. Human Subjects
    4. Animal Care
    5. Professional
  
- E. *Intellectual Property*
  - Overview:
    1. Patents and Trademarks
    2. Copyrights
    3. Licensing

4. Commercialization
5. Data
6. Proprietary Information
7. University-Industry Research Relationships

## II. LEGAL REQUIREMENTS AND SPONSOR INTERFACE

### A. *Regulations and Statutes*

1. Overview of Regulatory and Legislative Process
2. Governmental Relations
3. Mandated Requirements

### B. *Compliance - Federal/Sponsors and General Management Practices*

1. Representations and Certifications
2. Federal Management Requirements
3. Institution Committees
4. [Federal Disclosure Requirements](#) [Family Education Rights and Privacy Act \(FERPA\)](#)
5. Institutional and Sponsor Publication Requirements
6. Federal Labor Standards

### C. *Federal/Sponsor Appeal Procedures*

- Appeal procedures under HHS awards: [DHHS Web Server](#)
- Appeal procedures under GSA contracts: ["Doing Business with GSA" Booklet](#)

### D. *Legal Authority*

0. Delegations of Authority

## III. FINANCIAL MANAGEMENT

### A. *Budgeting/Accounting*

- Overview of fiscal administration: [COGR Good Practices Principle](#) (Word Document)
- 2. Accounting Systems
- 3. Management information systems
- 4. Special projects

### B. *Costs*

0. Direct costs
1. Indirect costs (overhead)
2. Indirect cost rates
3. Cost sharing and matching

### C. *Sponsor Financial Reporting*

### D. *Audit*

- [Overview of audits](#)
- [Self Assessment](#)
- [OMB Circulars](#)
- [NIH Requirements](#)
- [NEA Guidelines for OMB Circular 133 Audits](#)
- [Overview of General Management Control](#)
- 6. Types

## 7. Internal and External Requirements

# IV. GENERAL MANAGEMENT

## *General Topics*

- [Tools and Techniques for Business Process Reengineering](#)

### A. *Facility Management*

1. Overview of property management: [COGR Good Practices Principle](#) (Word Document)
2. Property Utility and Equipment Management
3. Safety and Health Requirements and Procedures
4. [Hazardous and Nonhazardous Materials](#)
5. Security
6. [Renovation and Construction](#)
7. Biohazards
8. [Export Control](#)
9. [Other](#)

### B. *Contracts and Purchasing*

- [Overview of procurement](#)
2. Basic Legal Concepts
3. Management of Contracts and Purchasing
4. Termination and Appeals

### C. *Records Management*

- Overview
- Sample university policy: [University of California](#)

### D. *Human Resource Management*

- [Overview](#)
1. [Performance, Accountability and Human Resources](#)
2. Affirmative Action/Equal Employment Opportunity