



University of Massachusetts
Amherst

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Memorandum

TO: Deans, Directors, Department Heads and Principal Investigators

FROM: Andrew P. Mangels, Controller

DATE: October 5, 2008

SUBJECT: Grants Administrator Training – Fall 2008 & Spring 2009

Compliance with Federal and State regulations regarding grants and contracts has always been a focus of external auditors. *Providing formalized training for administrators is a key component of the overall control environment at the Amherst campus.* The Controller's office and Office of Grants and Contracts Administration (OGCA) are again offering training workshops this fall and spring through Workplace, Learning and Development (WL&D) for pre-award and post-award management of grants and contracts. All grant administrators should complete the training series and receive the certificates at the end of each series. These workshops focus on the following aspects of grant and contract administration:

Pre-award Administration Series; November 6th, 13th and 20th (9 a.m. - Noon)

- laws, regulations and policies governing sponsored activity (OMB A-21 and others)
- budgeting, electronic proposal development and submission
- the proposal review process at UMass

Post-award Research Accounting; December 3rd, 10th, and 17th (9 a.m. - Noon)

- key issues in award negotiation such as export controls, intellectual property & others
- understanding financial data presented in GAMS and Peoplesoft
- direct vs. indirect costs, cost transfers and other key compliance issues

Please ensure that your staff involved with grants and contracts have signed up and completed the training through WL&D at <http://www.umass.edu/wld/>. Sessions will also be offered in the spring. Questions concerning the training content may be directed either to OGCA or the Controller's office. Thank you