Module 2.2: Post-award Grant Processes

The purpose of this module is to provide research managers and administrators with an insight into the process of effective post-award administration, from contract negotiation through to the close of a project.

This module provides an understanding of the key role an administrator plays in in the relationship between a funding agency, the organisation and the researcher including understanding the hierarchy of compliance associated with post-award administration in the Australasian research environment.

Participants will become familiar with the common terms used in research agreements and the required steps in the initiation of a contract to ensure that the interests of the organisation, researcher, and funding agency are all met. The module also covers the usual course of contract management and the deviations acceptable to funding agencies, common funding types and the key principles that underpin these, and the common types of agreements used in research management and when these agreements are required.

Key learning outcomes

By the end of this module, research administrators will have mastered the basics of the following:

- Understanding the key role an administrator plays in the relationship between a funding agency, the organisation and the researcher
- The hierarchy of compliance associated with post-award administration in the Australasian research environment
- Familiarisation with the common terms used in research agreements
- The required steps in the initiation of a contract to ensure that the interests of the organisation, researcher, and foundation agency are all met
- The usual course of contract management and the deviations acceptable to funding agencies
- Common funding types and the key principles that underpin these
- The common types of agreements used in research management and when these agreements are required

Who should attend?

This module is suitable for research managers and administrators who have some experience in post-award grant administration (3-6 months).

Research managers and administrators from all organisations and institutions will benefit from this module including those from:

- Research agencies and institutes
- Medical research institutes
- Research and development corporations
- Research centres
- Government departments
- Funding bodies

- Industrial research and development teams
- Service providers
- Commercialisation bodies; and
- Consultancies

This is an elective module for individuals completing the ARMS Foundation Level Accreditation Program in all regions. Each module can also be taken as a stand-alone unit for professional development purposes.