



Research Administration Certification Program (RACP)

*First Name:

*Last Name:

*Department:

*Email:

*Attendance is required at all session. If you missed a session, you are not eligible to receive your certificate at this time.
Contact OSP-Help@cornell.com to schedule a make-up session.*

*Which program did you attend?

*Did you attend all 5 classes?

Other (please explain):

Accepted electives:

*Please use the worksheet below to submit your training to our office. To see if a course not listed will count as an elective please e-mail osp-help@cornell.edu.) **15 hours of electives are required within 1 year of completing the course.***

Other Training (explained):

Was this elective previously approved?

By whom:

*Signature: _____

*Total hours of training completed:

(Or digital signature):

*Date:

Required for non-digital signatures only.

Program certification forms are reviewed regularly, and you should receive your certificate in the Campus Mail 1-2 weeks after submitting you completed form.

If you have any questions, please email osp-help@cornell.edu.

Congratulations on completing the course requirements!

15 hours required for certificate. We will accept classes that were taken within 1 year of completing the RACP course.

	Course #:	Title:	Class time:	Date completed:
CULearn Culearn.cornell.edu	RMI 100	Everything you wanted to know about risk management and insurance	3 hours	
	ACCT 101	Cornell Accounting 101	6.5 hours	
	FIN 104	Financial Stewardship and Ethical Conduct	3 hours	
	FIN 108	Unallowable Expenses	3 hours	
	FIN 114	Financial Management of Sponsored Projects Required	3 hours	
	FIN 115	Financial Reporting Dashboard, Sponsored Financial Activity	1.5 hours	
	FIN 116	Sponsored Financial Post Award Administration Requirements	3 hours	
	FIN 202	Reconciliation of Assets and Liabilities and Monitoring Operating Accounts	3 hours	
	KFSIDR 1050	Using KFS Dashboards to Manage Transactions	1-2 hours	
CITI Online Classes www.oria.cornell.edu/training_landing.cfm	Q8 under CITI Curriculum	Essentials of Research Administration Required	1-2 hours	
	Q7 under CITI Curriculum	Export Compliance	1-2 hours	
	fCOI	Financial Conflict of Interest	1 hour	
	IRB	Human Subjects	2-3 hours	
	RCR	Responsible Conduct of Research	2-3 hours	
ORIA	IACUC	Vertebrate Animals www.oria.cornell.edu/training_landing.cfm	1 hour	
		NCURA Region II Professional Development Committee Workshops	1 day	
		NCURA Traveling Workshops	2.5 days	
CFO Council	Grants Training	Federal Grants Management 101 https://cfo.gov/grants/training/		
Roundtables:		Attend 3 roundtable sessions (either Live or via Zoom) Please contact Ellie if attending for credit. Required		
Other:				