

Name:

Fiscal Management Certificate

UW Professional & Organizational Development Curriculum Guide

CORE REQUIREMENTS

All of the following courses must be completed.

COURSE	QUARTER & YEAR COMPLETED
Foundations of Fiscal Reporting Class Format: Quarterly Course – 7 hours Quarters Typically Offered: autumn, winter, spring, summer	
Managing your Department's Money to Withstand Audit Class Format: Quarterly Course – 2.5 hours <i>and</i> Online Content – 4 hours Quarters Typically Offered: autumn, winter, spring	
Payroll: The Basics Class Format: Quarterly Course – 3 hours <i>and</i> Online Content – 4 hours Quarters Typically Offered: autumn, winter	
Basics of UW Procurement (<i>formerly "UW Purchasing Process"</i>) Class Format: Quarterly Course – 4 hours Quarters Typically Offered: autumn, spring	

ELECTIVES

A minimum of four are required.

COURSE	QUARTER & YEAR COMPLETED
Facilities and Administrative Rate Calculation Class Format: Quarterly Course – 2.5 hours Quarters Typically Offered: winter	
Grant and Contract Fiscal Administration: Compliance (or GCFA I) Class Format: Quarterly Course – 4 hours Quarters Typically Offered: autumn, spring Prerequisites: <i>Introduction to Research Administration</i> or <i>Fundamentals of Grant and Contract Management</i> (or equivalent); 3 months employment at UW; Access to, and working knowledge of, FIN within the financial accounting system (FAS) * Note: This course covers material from Q0401 <i>Grant and Contract Fiscal Administration I</i> , which has been discontinued.	

(ELECTIVES continued next page)

ELECTIVES CONTINUED

COURSE	QUARTER & YEAR COMPLETED
<p>Post-Award Financial Administration: Processes, Offices and Best Practices (or GCFA II) Class Format: Quarterly Course – 4 hours Quarters Typically Offered: autumn, spring Prerequisites: <i>Introduction to Research Administration</i> (or equivalent); 6 months experience working with grants and contracts; access to, and working knowledge of, FIN and BGT within the financial accounting system (FAS) * Note: This course covers material from Q0402 <i>Grant and Contract Fiscal Administration II</i>, which has been discontinued.</p>	
<p>Good Internal Practices and Fraud Prevention Tips Class Format: Quarterly Course – 5 hours Quarters Typically Offered: autumn, spring</p>	
<p>Introduction to Research Administration (or Fundamentals of Grant and Contract Management*) Class Format: Quarterly Course – 4 hours Quarters Typically Offered: , winter, summer * Note: <i>Introduction to Research Administration</i> covers material from the first session of Q0120 <i>Fundamentals of Grant and Contract Management</i>, which has been discontinued.</p>	
<p>Recharge Center Seminar Class Format: Quarterly Course – 6 hours and Online Content – 3 hours Quarters Typically Offered: winter</p>	
<p>SAGE 101: Creating and Submitting eGC1s from A to Z Class Format: Quarterly Course – 5 hours Quarters Typically Offered: autumn, winter, spring</p>	

Please Note:

- POD certificates are for current UW employees only. Professional & Continuing Education offers certificate programs for the general public.
- If a course is no longer offered by POD, please contact Certificate Advisor Amy Schrader (as22@uw.edu) for substitution possibilities.



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