# Basic Sponsored Administration Training Guidelines

<table>
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<tr>
<th>If you...</th>
<th>Examples of positions</th>
<th>Relevant trainings...</th>
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| - Book travel  
- Order supplies or materials  
- Prepare or approve transactions ... for payment on sponsored funds. | Research Lab Assistant, Faculty Assistant, Accounting/Finance Assistant, Administrative Assistant, Grants Manager, Financial Associate | STRONGLY RECOMMENDED ONLINE TRAINING*  
- Intro to Sponsored Projects Administration  
- Cost Principles  
- Direct Costs  
- Introduction to Cost Transfers  
- Federal Travel Regulations Tutorial  
- Travel and Reimbursement Overview  
- Financial Oversight of Sponsored Funding: What Researchers Need to Know |

ADDITIONAL RECOMMENDED TRAINING, depending on role  
- Overview of Sponsored Projects Administration (1 day, instructor-led)  
- GMAS Basics and Requests (1 day, instructor-led)  
- Introduction to the OMB Uniform Guidance (online)  
- Harvard’s Capital Equipment Policy (online)  
- Subrecipient Monitoring (online)  
- REACH Foundations Program (instructor-led)  
- REACH Intermediate Program (instructor-led)  
- eCRT Training (scroll down on the page for training options)  
- OBI Tools Training (online)

| If you oversee employees who prepare or approve transactions on sponsored awards... | Administrative Director, Lab Director, Lab Manager, Financial Manager, Financial Director, Executive Director | RECOMMENDED  
Intro to Sponsored Projects Administration (online)  
Cost Principles (online)  
Direct Costs (online) |

*Online trainings take 15-30 minutes.