



Proposal Submission

What topics does Grants Management Training cover?

Grants Management training provides information on appropriate grants management, including financial management, reporting, compliance, effort allocation, and research ethics.

Who must complete Grants Management Training?

All principal investigators, co-principal investigators and research administrators seeking expenditure authority on a sponsored project must complete grants management training.



Award and Account Establishment

When must Grants Management training be completed?

Grants Management training must be completed **prior to** the establishment of an award.



After Research Commences

Are there different Grants Management courses? And how do I know which one to take?

There are two grants management courses – one for faculty, and one for staff. Please visit <https://dcg.usc.edu/training-resources/> and click the link applicable to your role.



Closeout

How do I launch the Grants Management Training Courses?

- Go to TrojanLearn <https://trojanlearn.csod.com/>
- Click the Contracts and Grants link on the right side of the page.
- Click on the Request button next to the program title.
 - Grants Management Training for Faculty Program or
 - Grants Management Training for Staff.
- Popups must be enabled to launch the courses.
- The program will be added to your Transcript.
- From your Transcript, click Open Curriculum.
- Click the Launch button to begin the lessons.

Who can I contact for more information?

- For Technical Assistance, contact TrojanLearn Help Desk at (213) 740-8648 or trojanlearn@usc.edu
- For Program Assistance, contact Noah Congelli at (213) 740-7392 or Congelli@usc.edu
- General research training information: <https://research.usc.edu/training/> and <https://dcg.usc.edu/training-resources/>

