

Wynn Essentials

Research Administration Professional Institute & Development (RAPID) Certificate

RAPID is a LIVE 12-session course with 90-minute modules that goes beyond checklists and compliance—focusing on the why behind research administration and the purpose driving each process.

From proposal development to post-award management, each session unpacks the purpose and impact behind the processes. You'll explore how research administrators serve as the bridge between innovation and accountability, ensuring integrity, stewardship, and institutional success.

Course Schedule

Course	Date	Time (EST)
Introduction to the Research Lifecycle	October 6, 2025	1:00 PM - 2:30 PM
Types of Funding & Sponsor Requirements	October 14, 2025	1:00 PM - 2:30 PM
Interpreting Funding Opportunity Announcements (FOAs)	October 20, 2025	1:00 PM - 2:30 PM
Proposal Development & Budgeting Basics	October 27, 2025	1:00 PM - 2:30 PM
Internal Review & Submission Workflows	November 3, 2025	1:00 PM - 2:30 PM
Collaboration, Subawards, and Multi-PI Proposals	November 10, 2025	1:00 PM - 2:30 PM
Award Setup & Understanding Terms & Conditions	November 17, 2025	1:00 PM - 2:30 PM
Managing Project Finances	November 24, 2025	1:00 PM - 2:30 PM
Reporting & Closeout	December 1, 2025	1:00 PM - 2:30 PM
Research Compliance & Risk Management	December 8, 2025	1:00 PM - 2:30 PM
Navigating IRB, IACUC, and Budget Management	December 15, 2025	1:00 PM - 2:30 PM
Communication & Collaboration with Faculty	December 22, 2025	1:00 PM - 2:30 PM

Register NOW!

No Membership or Subscription Needed! \$595

Why is the certificate different?

The RAPID Certificate Program was created by Dr. Denise Y. Wynn, DBA—a nationally recognized research administration expert with over 25 years of experience guiding faculty, staff, and institutions through the complexities of sponsored research. With dual backgrounds in Accounting and Information Systems, plus two decades in university research administration and a decade in leadership roles, Dr. Wynn has trained hundreds of professionals in pre- and post-award compliance, proposal development, financial stewardship, and operational best practices.

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What sets RAPID apart is Dr. Wynn's unique blend of **real-world expertise, strategic insight, and practical teaching**. This program isn't tasks alone—it's built from hands-on experience solving the exact challenges research administrators face every day. RAPID equips participants with the knowledge, tools, and confidence to excel in their roles and advance their careers—quickly, effectively, and with long-term impact.

By choosing RAPID, you're learning directly from a leader who has lived the challenges, built the solutions, and now empowers others to do the same.

Course Descriptions

Track 1: Foundations of Research Administration

1. Introduction to the Research Lifecycle

Gain a foundational understanding of the full sponsored research lifecycle—from proposal planning to closeout. Learn how research administration supports investigators and institutions in achieving their research goals.

2. Types of Funding & Sponsor Requirements-

Explore the differences between federal, private, industry, and foundation funding. Understand common sponsor guidelines and expectations to support compliant and competitive proposals.

3. Interpreting Funding Opportunity Announcements (FOAs)

Develop strategies for analyzing funding announcements and RFPs. Learn how to extract critical requirements and support faculty in preparing compliant submissions.

Track 2: Pre-Award Essentials

4. Proposal Development & Budgeting Basics

Master the core components of proposal development, including budget construction, justification, and key institutional policies. Identify common budgeting challenges and how to address them.

5. Internal Review & Submission Workflow

Understand institutional routing, compliance checks, and submission processes. Learn how to manage internal deadlines and work efficiently with central and departmental offices.

6. Collaboration, Subawards, and Multi-PI Proposals

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Learn best practices for managing complex proposals involving multiple investigators or institutions. Explore how to prepare subaward documentation and navigate shared responsibilities.

Track 3: Post-Award Management

7. Award Setup & Understanding Terms & Conditions

Dive into the award acceptance process. Learn how to interpret notices of award, sponsor terms, and key compliance obligations that affect project setup.

8. Managing Project Finances

Understand the principles of financial stewardship in research administration. Topics include allowability, effort certification, cost transfers, and ongoing financial monitoring.

9. Reporting & Closeout

Learn the lifecycle of reporting requirements—from technical and financial reports to final closeout. Gain tools for ensuring timely and accurate project closure.

Track 4: Compliance, Ethics & Leadership

10. Research Compliance & Risk Management

Explore key compliance areas, including conflict of interest, human subjects protection, export controls, and data security. Learn how to identify and mitigate risk in research.

11. Navigating IRB, IACUC, and Budget Management

A deeper dive into managing human and animal research protocols, budgeting considerations, and intellectual property implications.

12. Communication & Collaboration with Faculty

Develop strategies for effective communication and collaboration with principal investigators. Discover how to establish trust, manage expectations, and navigate difficult conversations.