The University of South Florida’s Graduate Certificate in Research Administration (GCRA) promotes and recognizes research administration as a profession. The GCRA will provide working adults with the fundamental knowledge and skills necessary to successfully manage research in both centralized and decentralized environments within non-profit research organizations, corporate research and development facilities, and academic institutions. In addition, the program will prepare the student to manage funding from a variety of sources, including federal, state, local foundations, and other private sponsors.

The Graduate Certificate in Research Administration will provide a broad overview of a full range of topics, including managing pre- and post-award, legal and ethical compliance, budgeting and project management and grants fiscal management. The program will also focus on the legal and regulatory environment, contracts and subcontracts, auditing, facilities and administrative cost, intellectual property and technology transfer and organizational models.
### Course Requirements (18 Credit Hours)

This graduate certificate curriculum is offered at the Tampa campus. Each course is three (3) credit hours.

- **PAD 6934**  Introduction to Research Administration
- **PAD 6041**  Ethics and Public Service
- **PAD 6208**  Financial Oversight of Nonprofit Organizations
- **PAD 6934**  Research Administration Exit Courses

Electives (6 credit hours):
Two electives are required with prior approval of the certificate director.

### Admission Requirements

A bachelor’s degree from a regionally accredited institution with a minimum 3.0 GPA.

### Application Requirements

Please visit: www.gradcerts.usf.edu/apply.asp to download a Departmental Approval Form. In addition to the form please submit:

- Official transcripts
- A resume
- A 250-word letter of interest
- Three letters of recommendation (Academic and/or Professional)
- Career Statement (include goals and aspirations)

### Standardized Test Requirements

No standardized tests are required.

### Credit Toward Graduate Degree

Certificate course credits may be applied to a graduate degree with department approval.

### Time Limit

The certificate must be completed in five (5) years.

### Financial Aid

Please check program page for links to information regarding private student loans.

### Application Process

For information on this, or other Graduate Certificates, or to receive application materials, please visit: www.gradcerts.usf.edu or contact:

Office of Graduate Certificates
University of South Florida
4202 E. Fowler Ave., SVC1072
Tampa, FL 33620-9951
Phone: (813) 974-8031
Fax: (813) 974-7061
E-mail: usf4you@admin.usf.edu
Web site: www.gradcerts.usf.edu/

For more details about master’s or Ph.D. programs, or to view the graduate catalog visit: www.grad.usf.edu or call (813) 974-2846.

### Tuition & Fees

For current rates, please see “Tuition and fees” on the Graduate Certificate web page for Research Administration at: http://www.gradcerts.usf.edu/certificates/xrh.html

### Department Contact

John L. Daly, Ph.D.
Certificate Director
Public Administration Program
(813) 974-0779
Email: jdaly@usf.edu

Sally Beynon
Academic Program Specialist
Public Administration Program
(813) 974-0813
sbeynon@usf.edu

---

**STATEMENT OF ACCREDITATION AND NON-DISCRIMINATION**

The University of South Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate, master's, specialist, and doctoral levels, including the Doctor of Medicine.

Events, activities, programs and facilities of the University of South Florida are available to all without regard to race, color, marital status, sex, religion, national origin, disability, age, Vietnam or disabled veteran status as provided by law and in accordance with the University’s respect for personal dignity.