

# Developing the Certified Grants Management Specialist (CGMS)<sup>™</sup> Credential



## Why the CGMS<sup>™</sup>?

### The CGMS<sup>™</sup> is designed to:

- ✦ elevate professional standards
- ✦ recognize individuals who are committed to the profession of grants management, and who wish to achieve a new level of professional growth and recognition
- ✦ designate those who demonstrate knowledge essential to the practice of grants management

## The CGMS<sup>™</sup> – Advancing the Profession

The development of the Certified Grants Management Specialist CGMS<sup>™</sup> Credential is an ambitious program initiative that NGMA has undertaken to validate the professional standards in the grants management community, and further distinguish grants management as a professional career.

## The CGMS<sup>™</sup> – Recognizing the Profession

The CGMS<sup>™</sup> credential will serve as recognition for an individual who has:

- ✦ demonstrated the appropriate level of education and professional experience related to grants management,
- ✦ passed a rigorous examination based on a comprehensive set of Grants Management Body of Knowledge Standards (GMBOK), the level of which should be understood by grants management professionals,
- ✦ agreed to observe the a professional code of conduct.

## The CGMS<sup>™</sup> – Introducing the Credential

In 2009, the National Grants Management Certification Council (NGMCC) will introduce the CGMS<sup>™</sup> Credential. The Council will review their first set of CGMS<sup>™</sup> *Applications of Intent*, with those who meet the application criteria notified that they are eligible to sit for the exam, and that they may begin their study of the Grants Management Body of Knowledge (GMBOK).

## History of the CGMS<sup>™</sup>

- 2002** • In 2002, NGMA strategic planning meetings were held to focus and shape the future of the Association. Through hours of dialogue, it became apparent that grants management professionals desired a deeper professional development foundation that would expand their body of knowledge, and as a result, would enhance the profession itself.
- 2003** • In 2003, the NGMA Board of Directors approved the exploration of a grants management certification credentialing program and to verify a need for one.
- 2004** • In 2004 and 2005, surveys, focus groups, and informal discussions were conducted in the grants management community, and after receiving overwhelmingly positive responses, the NGMA Board of Directors approved the development of a certification program with the goal of implementation not later than April 2009.
- 2005** •
- 2006** • In 2006, the CGMS<sup>™</sup> Concept of Operations (ConOps) document was complete specifying objectives for the program, program parameters and elements, and high-level program operational details.
- 2007** • In late 2007, a professional credentialing development consulting firm was secured to steer an independent sub-group of subject matter experts in the development of the Grants Management Body of Knowledge (GMBOK), the foundation of which will be used for CGMS<sup>™</sup> credentialing exams.
- 2008** • In Winter 2008, a job analysis study of grants management workers was conducted, the results of which will be used to create the new certification examination.



## The CGMS™ – Achieving the Credential

**The *Application of Intent*** – A Candidate (NGMA members and nonmembers alike) will submit an *Application of Intent*. The *Application* documents a candidate's professional and education background, achievements, and grants management experience. This may include, but not be limited to, degree(s), years of experience in the grants management profession, programs and/or educational courses in grants management.

The *Application of Intent* is reviewed by the Applicant Review Subcommittee of the National Grants Management Certification Council (NGMCC). Applicants eligible to sit for the CGMS™ exam are notified, and may begin their study of the Grants Management Body of Knowledge (GMBOK).

**The *GMBOK Catalog*** – A catalog of available GMBOK professional development resources and coursework will be provided to the candidate through the Knowledge Library Subcommittee (KLS), the committee responsible for the standards of CGMS™ training materials and courseware.

**The *Exam Application*** – When an applicant is ready to sit for the credentialing exam, an *Exam Application* is completed and forwarded to the NGMCC. Candidates will have one calendar year after application acceptance in which to take the examination. The CGMS™ exams are designed by psychometricians – experts in test development — and who also determine the passing grade using a criterion-referenced method. The CGMS™ credential is conferred upon those who achieve a given score on the exam.

**The *Renewal Application*** – A candidate's CGMS™ credential will expire in three years if not renewed. The profession of grants management continually changes and expands, thus renewal will be necessary to maintain active CGMS™ status. The renewal process will require achievement of learning credits directly related to grants management, and submission of a *Renewal Application*.

## Today and the Future

### In 2008, NGMA's goals for the credentialing program are to:

- 1 start the process of scanning, reviewing and verifying the training materials and courses currently available in the grants management community, and determine training materials needing to be developed to meet the study needs of program participants.
- 2 continue to raise the considerable funds needed for the implementation of a preeminent grants management program, the CGMS™ Credential.
- 3 finalize and invite evaluation of the *Application of Intent* form draft(s), and
- 4 finalize and invite evaluation of the CGMS™ Code of Conduct.

### In 2009, NGMA's goal is to:

- 1 BETA test the Grants Management Body of Knowledge (GMBOK) through multiple credentialing examination practices.
- 2 hold the first CGMS examination in Fall 2009.

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