



CGMS Exam Sample Questions

Grant Guidance

- 1) A grant manager at an organization finds that the company's procurement policies are outdated. Federal guidelines now require additional justification for purchases. Which initial action should the grant manager take?
 - A) Continue using current policies
 - B) Update procurement policies to meet the new federal guidelines
 - C) Seek approval from the board and then proceed with making changes to policies
 - D) Delay making updates until the next audit

- 2) A grant manager learns that one of their staff members have been mishandling grant funds. Federal guidance requires reporting such instances. When should the grant manager report this incident?
 - A) When they have collected enough evidence against the staff member
 - B) When the staff member confirms mishandling of funds
 - C) After senior management has provided approval to report the issue
 - D) As soon as they become aware of the mishandling of funds

- 3) An organization has received a federal grant for a project that is set to last for three years. The grant manager needs to follow federal guidance regarding retention of grant records and accounts following the completion of the project. What must the grant manager do to ensure this guidance is followed?
 - A) Ask the project team to keep the records for a period of five years
 - B) Rely on the financial department to retain the records
 - C) Ensure the organization's retention policy aligns with the federal guidelines
 - D) Keep all records for three years following the completion of the project

- 4) A Notice of Proposed Rulemaking (NPRM) in the Federal Register indicates a potential change in the way indirect costs are allocated for federally funded projects. The grant manager was asked to develop a response from the county executive. The proposed rule change could negatively affect the grant allocation for the grant manager's organization's planned projects. The organization has expertise in financial and program grant management. There is a 30-day period to provide feedback on the NPRM. Based on the information above, how should the grant manager proceed in submitting a response for their agency?
- A) Draft a response based on their own personal knowledge and experience
 - B) Disregard the NPRM based on the fact that the change has not been finalized yet
 - C) Draft a comprehensive response with input from program, finance, and grant management colleagues
 - D) Provide a response to the NPRM expressing disagreement with the proposed rule change
- 5) What should a grant manager primarily focus on when researching funding opportunities to ensure they align with the organization's goals?
- A) The number of grants available in a year
 - B) The size and reputation of the funding organization
 - C) The specific objectives and requirements of the grant
 - D) The size of the grant
- 6) The grant manager at an organization receives a request from a project manager for clarification on a new federal regulation regarding allowable costs. How should the grant manager provide technical assistance to ensure compliance?
- A) Refer the project manager to the federal website
 - B) Provide a link to a website that provides an explanation of the regulation
 - C) Identify changes to current policy then schedule a meeting to provide clarification
 - D) Review internal policy on allowable costs and draft a response to the project manager

Grant Award

- 7) What is a public policy requirement for grants related to health services?
- A) Using a specific medical equipment brand
 - B) Ensuring patient confidentiality
 - C) Hiring a specific number of medical staff
 - D) Offering a specific type of medical treatment

- 8) A grant stipulates the need for assurances, but no specific deadline has been set. When should these assurances be submitted?
- A) As soon as they are ready
 - B) When the final report is submitted
 - C) When requested by the grantor
 - D) At the midpoint of the project
- 9) A grant manager notices that a proposed subaward agreement includes terms for copyright, which fail to align with the federal directives. How should the grant manager address this inconsistency?
- A) Note that there will not be copyright activities on the project and accept the copyright terms
 - B) Ask the subrecipient to remove the copyright terms completely
 - C) Ask the subrecipient to align their copyright terms with the federal directives
 - D) Consider the copyright activities as significant and terminate subaward activities
- 10) A subrecipient proposes to carry forward unspent funds to the next budget period, but the federal grant agreement requires prior approval for such actions. What action should the grant manager take in this situation?
- A) Approve the subaward agreement and document how carrying forward funds will be beneficial
 - B) Escalate the issue to the federal granting agency for clarification
 - C) Require the subrecipient to seek prior approval before carrying forward unspent funds
 - D) Ask the subrecipient to return the unspent funds instead of carrying them forward
- 11) A grant manager has received feedback that a certain subrecipient is experiencing challenges in following the monitoring protocol due to lack of technical capacity. How should the grant manager revise the action plan to ensure the subrecipient remains compliant?
- A) Keep the existing plan and direct the subrecipient to improve their technical capacity
 - B) Terminate the subaward agreement and document the lack of capacity
 - C) Modify the plan to incorporate capacity building support for the subrecipient
 - D) Transfer the responsibility to the federal grantor to solve the issue

- 12) While evaluating the subrecipient monitoring protocol, a grant manager realizes that the data collection method in the plan fails to align with the recent changes in federal data privacy regulations. How should the grant manager address this discrepancy?
- A) Confirm that the existing data method was compliant when the plan was developed and proceed with the current protocol
 - B) Cease all data collection activities until the federal authorities provide specific guidance
 - C) Update the data collection methods to align with the new regulations and communicate changes to all subrecipients
 - D) Request that the federal grantor handle data collection activities and inform all subrecipients of the change
- 13) A grant manager is assigned a grant that was previously mismanaged, leading to strained relations between the grantor and grantee. The project is critical, and there is an urgent need to restore trust. Which strategy should the grant manager employ in this situation?
- A) Facilitate an open dialogue between the parties to address past issues
 - B) Reallocate the grant to a new grantee
 - C) Require that the grantee correct past mismanagement and guarantee better performance
 - D) Table the past issues and focus on future project implementation
- 14) What must be reflected in the schedule for expenditures of federal awards?
- A) Information required by pass-through entities
 - B) Awards for the period covered by the auditee's financial statements
 - C) Expenditures by federal fiscal year
 - D) Expenditures for the fiscal year covered by the auditee's financial statements
- 15) A grant manager has been appointed to manage five concurrent projects. Each project has its own set of records distributed across different departments. Which strategy should be used to manage these records efficiently?
- A) Aggregate all physical files into a centralized archive location
 - B) Implement a centralized digital record management system for all grant-related documents
 - C) Limit access to records so that they are in read-only status for all non-grant personnel
 - D) Require each department to email monthly updates to the grant manager on a regular basis and in a standard format

- 16) A grant manager has noticed that hardcopy financial and performance reports for grants are stored separately, and it is hindering the process of drawing insights from combined data. According to Uniform Guidance, what is the recommended approach to unify this information?
- A) Store all hardcopies in a single location
 - B) Scan all records into a single comprehensive file accessible only to the grant manager and discard hardcopies
 - C) Create a central electronic repository accessible to all pertinent stakeholders
 - D) Scan all records into a single comprehensive file accessible only to the grant manager and retain hardcopies

Fiscal Management

- 17) A grant manager receives an invoice from a subcontractor who was hired for a project funded by a federal grant. The invoice is significantly higher than the approved budgeted amount. Which course of action is appropriate to ensure compliance in this situation?
- A) Pay the invoice immediately and then request approval from the Federal Awarding Agency
 - B) Ensure subcontractor's justification aligns with Federal procurement standards and request prior approval from the Federal awarding agency
 - C) Reject the invoice, request a new one with the original quoted amount, and keeping the approved budget intact
 - D) Adjust the project budget to accommodate the increase and provide notification to the Federal awarding agency
- 18) A grant manager is managing a grant for an environmental research project. An external consultant submits a final report along with an invoice for services rendered. The grant manager needs to ensure that the invoice is accompanied by the necessary supporting documentation before processing the payment. What supporting documentation should the grant manager ensure accompanies the invoice?
- A) An amendment to adjust the budget to allow additional invoices to be reimbursed
 - B) A detailed work log related to the consultant's activities and outcomes achieved
 - C) A detailed proposal to address additional items not in the invoice
 - D) A justification to modify the budget to include any additional expenses

- 19) A grant manager at an organization notices that the project's scope of work includes activities no longer relevant due to recent changes in project goals. How should the grant manager initially proceed in this situation?
- A) Disregard the changes and continue with the original SOW
 - B) Seek approval from the grantor then revise the SOW to reallocate the budget
 - C) Adjust the budget and update the SOW
 - D) Request additional funds to cover the new activities without modifying the SOW
- 20) The grant manager at an organization finds that certain cost budget categories for the SOW are underspending, while others are overspending. Which course of action should the grant manager take in this situation?
- A) Transfer funds from underspent budget categories to areas facing shortages in the SOW
 - B) Maintain the current budget categories and address shortages in the SOW as they occur
 - C) Propose budget reallocations to the grantor with a revised SOW
 - D) Reduce the project scope to fit the existing budget allocations in the SOW
- 21) The grant manager at an organization realizes that the initial budget allocations for equipment purchases in the SOW are insufficient due to an increase in market prices. Which action should the grant manager take?
- A) Document the market price increases and proceed with the original budget
 - B) Reduce the quantity of equipment purchases as required to stay within the budget
 - C) Seek approval from the grantor to reallocate funds from other budget categories
 - D) Delay the equipment purchases until the end of the project
- 22) A grant manager at an organization receives a drawdown request for expenses that were incurred outside the approved budget period. How should the grant manager proceed to ensure compliance with the grant terms?
- A) Confirm the expenses are necessary and approve the drawdown as requested
 - B) Deny the drawdown request
 - C) Forward the request to the grantor for approval
 - D) Extend the budget period to accommodate the expenses
- 23) The grant manager at an organization is preparing a drawdown request near the end of the budget period, but some expenses will occur in the next period. How should the grant manager proceed?
- A) Separate the expenses and submit a request for expenses by each budget year
 - B) Separate the expenses and submit a request for what expenses have been incurred
 - C) Delay the drawdown until all expenses are incurred
 - D) Adjust the budget periods to fit the expenses

Program Management

- 24) During the implementation of a grant-funded project, a grant manager realizes that a key stakeholder group, specified in the grant award document, was left out of the initial planning phase. How should the grant manager address this oversight?
- A) Continue with the project and integrate the key stakeholder group in the next phase
 - B) Revise the project plan to immediately include the key stakeholder group
 - C) Inform the funding agency and seek approval to exclude the stakeholder group
 - D) Postpone the project until the key stakeholder group can be integrated
- 25) A grant manager is preparing the final report for a project that had a 12-month period of performance. The grant manager notices that a critical deliverable has been delayed due to unforeseen circumstances, and the project will fail to meet its deadline. How should the grant manager handle this situation?
- A) Submit the final report with an explanation of the delay and the expected completion date
 - B) Request an extension of the period of performance to complete the deliverable
 - C) Exclude the delayed deliverable from the final report
 - D) Adjust the project timeline to complete critical deliverables
- 26) A grant manager must procure a contractor for a grant-funded construction project. The grant award document emphasizes the need for detailed cost information and a fair selection process. What procurement method should the grant manager use to ensure compliance?
- A) Request for Quotation
 - B) Invitation to Bid
 - C) Request for Proposal
 - D) Informal quotes from qualified contractors
- 27) While reviewing the SOW for a new grant-funded project, the grant manager notices that several deliverables have interdependent deadlines. Some deliverables must be completed before others can begin. What approach should the grant manager take to establish priorities in the work plan?
- A) Focus on the deliverables that can be completed independently first
 - B) Sequence all deliverables with interdependent deadlines to occur consecutively
 - C) Sequence the order of deliverables based on their interdependencies and deadlines
 - D) Begin with the deliverables that have the longest duration.

28) A grant manager is reviewing a request from a project team to purchase a high-end system that exceeds the threshold for equipment. The project team justifies the purchase by stating it is necessary for specialized data analysis work specified in the grant. What criteria should the grant manager use to determine if the equipment is allowable?

- A) It is justified by the project team
- B) It can be used organization-wide for other projects
- C) It is necessary for the project and reasonably priced
- D) It is provided by a GSA-approved vendor and covered under warranty

Answer Key

- 1) B
- 2) D
- 3) C
- 4) C
- 5) C
- 6) C
- 7) B
- 8) A
- 9) C
- 10) C
- 11) C
- 12) C
- 13) A
- 14) D
- 15) B
- 16) C
- 17) B
- 18) B
- 19) B
- 20) C
- 21) C
- 22) B
- 23) B
- 24) B
- 25) B
- 26) C
- 27) C
- 28) C