

Grant Management Seminar for Educators Syllabus

Seminar Number: LEN-1177

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Seminar Description

Understanding key concepts associated with accepting and managing grant awards; including reporting and record keeping, audit requirements, and program evaluation.

Training will focus on:

- Basic components of non-federal grant management
- Basic components of federal grant management
- Grant management reporting and record keeping
- Office of Management and Budget circulars that govern federal grant management such as Administrative Rules A-102 and 2 CFR Part 215; Federal grant cost principles such as 2 CFR Part 220, 2 CFR Part 225, and 2 CFR Part 230; 2 CFR Part 170 Subgrant reporting requirements; and A-133 Audit requirements.
- Budget management processes such as AARN, requesting budget changes, in-direct costs, and documenting cost-share/match.
- Grant management internal control standards.
- Grant management case studies.
- Grant management hiring and personnel documentation policies and procedures.

Course Outcomes

This training seminar will provide an introduction to the basic skills, principles, and techniques of successful grant management. This course will:

1. Provide an understanding of basic grant management of non-government and local, state and Federal government funding.
2. Provide the student with technical skills and knowledge necessary to manage a grant budget according to Federal standards.
3. Provide knowledge of technical terms and concepts you will confront in the grant management enterprise.
4. Provide knowledge of key concepts associated with accepting and managing grant awards, including reporting and auditing requirements and program evaluation.

5. Provide an understanding of the Office of Management and Budget circulars that governs Federal grant funds and awards.
6. Provide information on when to say "No" to a grant opportunity.

Seminar Materials

Grant management manual provided by the seminar trainer. **No textbook required.**

Course Credit

Educators will complete 16 hours of professional seminar instruction for participation and completion of this seminar, including 14 hours of seminar instruction and two hours of additional assignment completion for a total of one college credit unit of study.

Seminar and Discussion

Grant management training seminar will be held in two consecutive days for an in-class total of 14 hours with a two hour additional assignment for a total of 16 seminar hours of completion.

Seminar Requirements

- Students will be required attend a two-day training seminar consisting of 14 hours of in-class training beginning at 9:00 am each day and ending at 4:00 pm each seminar day.
- Students will participate in seminar discussions and group activities.
- Students will be required to complete a two-hour additional assignment at the end of Day One due by 9:00 am on Day Two of the seminar.
- Students will be required to complete a 25 question multiple choice post assessment with a passing score of 60% or higher to receive course credit.

Seminar Schedule

Day One

- a. Understanding the basics of non-federal grant management.
- b. Researching the Office of Management and Budgets.
- c. Understanding the power of grant award negotiations.
- d. Understanding the Administrative Rules and Codifications that govern Federal grant funding.
- e. Completing the grant project evaluation.
- f. Understanding and developing grant management internal control standards.
- g. Creating and reviewing grant management policies and procedures.

- h. Understanding grant management requirements for personnel documentation.
- i. Identifying grant management reporting and record keeping requirements.
- j. Understanding Federal sub-grant recipient reporting requirements outlined in 2 CFR, Part 170.

Day Two

- a. Understanding the Cost Principles that govern Federal grant spending.
- b. Understanding the grant budget management process including in-direct costs.
- c. Recognizing cost share budget requirements and match documentation.
- d. Learning how to follow Federal, state, and local procurement policies and guidelines.
- e. Learning the difference between supplementing vs. supplanting with Federal funds.
- f. Requesting a grant continuation award.
- g. Requesting a grant extension.
- h. Understanding the guidelines for closing out a Federal grant award and identifying grant close out documents.
- i. Understanding the A-133 Audit requirements.
- j. Understanding Federal grant assurances.

Case Studies

During the two-day seminar, students will complete a total of eight case studies to provide real-life scenarios for discussing grant management policies and procedures.

Grant Management Exercises

During the two-day seminar, students will complete a total of six grant management exercises designed to provide inquiry-based learning opportunities aligned to course outcomes and seminar curriculum.

Grant Management Sample Forms

During the two-day seminar, students will review more than 20 sample grant management forms that could be utilized when managing private foundation and government grant funds.

Additional Assignment

Seminar will include two additional hours of work to be completed after Day One and due to the seminar trainer by 9:00 am on Day Two.

Post Assessment

An individual exercise, students will be asked to demonstrate their knowledge and understanding of key concepts in grant writing covered in the seminar training. Questions will be multiple choice, but will require the students to not only recall facts (rote knowledge), but to demonstrate their knowledge by applying this knowledge to more critical thinking questions. This post assessment will include 25 questions and will be provided to professionals attending this seminar series. This assessment will be graded as a pass/fail assignment with 60% or higher (15 questions answered correctly) indicating a grade of Pass.

**Grant Management
Homework Assignment**

Directions: Refer to your agency's OMB Cost Principle Circular to answer find the following information:

1. In regards to advertising costs, what costs are allowable and unallowable? _____

2. In regards to compensation for personnel, what costs are allowable and unallowable? _____

3. In regards to employee health and welfare, what costs are allowable and unallowable? _____

4. In regards to legal expenses, what costs are allowable and unallowable? _____

5. In regards to memberships, what costs are allowable and unallowable? _____

6. In regards to severance pay, what costs are allowable and unallowable? _____

7. In regards to subscriptions, what costs are allowable and unallowable? _____

8. In regards to interest, what costs are allowable and unallowable? _____
