Level 1 Welcome

About the Course
- Course Navigation/Accessibility
- Learning Objectives

Level 2 Grants Management Basics

Grants Management Basics
- What is a grant?
- What makes a grant unique?
- Different kinds of grants
- Grants Management
- What is the grant lifecycle?
- Explore the lifecycle

Compliance
- What is compliance?
- How to stay compliant
- Cost principles
- Legal and contractual obligations
- Compliance tips

Monitoring
- What is monitoring?
- Forms of monitoring
- Monitoring best practices

Risk
- What is risk management?
- Types of risks
- SWOT and PESTLE
- Mitigation strategies
- Risk management tools

Ethics
- 3 pillars of ethics
- Common ethical issues
- Whistleblower protection

Level 3 Pre-Award

Pre-Award Overview
- Introduction to Pre-Award
- Funding Models and Sources
- Understanding the Grant Opportunity
- Kick-Off Meeting

Proposal
- Proposal Development
- Developing a Budget
- Evaluation and Monitoring
- Alignment
- Compliance

Compliance in the Pre-Award Phase
- Risk Management
- Measuring Success

Submission
- Submission Process

Level 4 Award

Award Overview
- Award Activities
- Understanding the Award Agreement
- Learning from a Denied Grant Agreement

Systems
- Types of Systems

Compliance and Reporting
- Legal and Regulatory requirements
- Allowable vs. Unallowable Costs
- Internal Controls
- Risk Management
- Ethics in the Award Phase
- Alignment

Communication
- Funder Relationships
- Internal Communications
- Stakeholder Communication
- Documenting
- Issue Escalation
- Public Relations
- Team Management
- Kick-Off Meeting

Monitoring and Documentation
- Milestones and Metrics
- Financial Reporting
- Programmatic Reporting
- Data Management
- Audits
- Reporting Requirements and Systems
- Establishing a Monitoring Program
- Monitoring Responsibilities
- Monitoring Timeline
- Monitoring Subawards
- Challenges

Level 5 Post-Award

Overview of Post-Award Phase
- Post-Award Activities
- Financial Management
- Procurement Standards
- Inventory Management

Compliance
- Post-Award Compliance
- Addressing Issues
- Financial Reporting
- Compliance with Objectives

Monitoring and Documentation
- Post-Award Monitoring
- Tools and Systems
- Best Practices

Risk
- Understanding Risk Factors
- Risk Mitigation

Ethics
- Ethical Principles
- Ethical Guidance
- Case Studies

Level 6 Internal Controls
Internal Controls Overview
- Basics of internal controls
- Examples of internal controls
- Components of internal controls
- Internal controls and financial management
- Implementation

Risk and Internal Controls
- Identifying and managing risk with internal controls
- Implementing internal controls to manage risk

Testing and Documentation
- Testing and documenting internal controls
- Real world scenarios

Compliance and Financial Literacy
- Financial terms
- Core principles of GAAP and GABP
- Key elements of internal controls in compliance

Level 7 Monitoring
Monitoring Overview
- Goals of Monitoring
- Comprehensive Monitoring Strategies
- Monitoring Activities
- Subrecipient Monitoring

Documentation
- Key Documentation Areas
- Internal and External Approvals
- Cost Support
- Historical Documentation
- Business and Program Necessity Support
- Reporting and Deliverables
- Subrecipient and Contractor Oversight
- Time and Effort Documentation
- Record Retention
- Documentation Requirement Matrix

Your Grant File
- Your Grant File
- Decision-Making Process

Level 8 Closeout
Overview of closeout
- What is closeout?
- Common closeout activities

Best Practices
- Common pitfalls
- Roles and responsibilities

Level 9 Audit
Overview of Audits
- What is an audit?
- Types of audits
- Audit frequency
- What to expect during an audit
- Common findings
- Audit preparation
- Audit roles and responsibilities

Compliance
- Standards for compliance
- Federal compliance supplement
- Fraud

Monitoring and Documentation
- Audit readiness
- Documentation

Risk Management
- Risk in audits
- High risk areas
- Risk tools and techniques
- Risk-based audit overview
- Risk-based audit types

Trends
- Trends
- Technology
- Innovation

Level 10 Bringing it All Together
- Practice and Check