

# Grants Administration for Federal Program Personnel

Course Number: 2049

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

## Course Description

Learn to navigate your role as federal program personnel and understand your responsibilities within the grants lifecycle. In this course, you will gain an understanding of the legal and regulatory framework surrounding the grants management process, roles and responsibilities around federal grant awards, and key requirements and processes. Explore how to resolve performance issues, effectively conduct grant monitoring and oversight, and navigate the legal and regulatory framework surrounding the grants management process.

## Intended Audience

Federal program personnel involved in the grants management process.

## Course Learning Objectives

- Identify major roles of program and grants management staff at key stages in the grants process
- Evaluate the adequacy of program guidelines/regulations
- Discuss the notices of funding opportunity (NOFO)
- Assess project plans and the overall reasonableness of application budgets
- Develop a site visit protocol for a hypothetical grant project
- Use data gathered through monitoring to assess recipient progress toward approved project goals
- Apply negotiation techniques to resolve recipient performance problems

## Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

## Course Schedule

DAY ONE	
MORNING	Lesson 1: The Federal Grants Process
	Lesson 2: The Requirements Framework

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LUNCH	
AFTERNOON	Lesson 3: Establishing Program Requirements
	Lesson 4: Instrument Selection

DAY TWO	
MORNING	Lesson 5: Announcing Funds Availability
	Lesson 6: Application/State Plan Review and Evaluation
LUNCH	
AFTERNOON	Lesson 6: Application/State Plan Review and Evaluation, continued
	Lesson 7: Monitoring Techniques and Job Tools

DAY THREE	
MORNING	Lesson 8: Progress Reporting
	Lesson 9: Prior Approvals
LUNCH	
AFTERNOON	Lesson 10: Audits
	Lesson 11: Resolving Recipient Problems
	Lesson 12: Ethics and Legal Requirements
	Lesson 13: Closeout
	Course Evaluation

## Learning Methods

Lecture, discussion, and hands-on practical exercises

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## Credits

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### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Specialized Knowledge
- Level: Basic
- CPEs: 24

### Professional Development Units (PDUs)

- Credits: 21

### Continuous Learning Points (CLPs)

- Credits: 24

## Management Concepts Certificate Program Relationship

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This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [Agile in Government Master Track](#)
- [Program Management Certificate Program](#)

## Prerequisites

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There are no prerequisites for this course.

## Pework

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There is no prework required for this course.

## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

## Follow-On Resources

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- [Ethics in the Grants Environment](#)
- [Closeout of Grants for Federal Personnel](#)
- [Performance Measurement for Federal Grants under 2 CFR 200](#)

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## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/2049>



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