## Congratulations New Eastern and Western Region ERE and SEDS Grantees!

## Welcome to

## Post Award Training, Day 1

| Time | Topic |
|---|---|
| **Registration Opens at 8:00 AM; Training Starts at 8:30 AM and Ends at 4:30 PM** | |
| **8:00 a.m. – 8:30 a.m.** | **Registration** |
| **8:30 a.m. – 9:00 a.m.** | **Welcome and Workshop Participant Presentations** |
| **9:00 a.m. – 9:15 a.m.** | **Roles and Responsibilities** |
| **9:15 a.m. – 9:25 a.m.** | **Project Cycle** |
| **9:25 a.m. – 10:00 a.m.** | **Award Document** |
| **10:00 a.m. – 10:15 a.m.** | **Break** |
| **10:15 a.m. – 10:30 a.m.** | **Award Documents** |
| **10:30 a.m. – 11:30 p.m.** | **Grant File**<br>• *Award and Project Documents*<br>• *Reports*<br>• *Community Involvement Documentation*<br>• *Project Data* |
| **11:30 a.m. – 12:00 p.m.** | **Project Data Tracking**<br>• Data Management |
| **12:00 p.m. – 1:00 p.m.** | **Lunch on your own** |
| **1:00 p.m. – 1:15 p.m.** | ***Project Data Tracking***<br>• Data Management |
| **1:15 p.m. – 1:30 p.m.** | **GrantSolutions** |
| **1:30 p.m. – 2:45 p.m.** | **Programmatic Reporting**<br>• Objective Progress Report |
| **2:45 p.m. – 3:00 p.m.** | **Break** |
| **3:00 p.m. – 3:30 p.m.** | **Programmatic Reporting**<br>• Objective Progress Report (Continued) |
| **3:30 p.m. – 4:30 p.m.** | **Programmatic Reporting**<br>• Annual Data Report |
| **4:30 p.m.** | **Daily Wrap Up** |

# Post Award Training, Day 2

| Time | Topic |
|---|---|
| | **Training Starts at 8:30 AM and Ends at 4:30 PM** |
| **8:30 a.m. – 8:45 a.m.** | **Review Day 1** |
| **8:45 a.m. – 9:30 a.m.** | **Financial Reporting – Payment Management System**<br>• Quarterly Cash Transaction Reports |
| **9:30 a.m. – 10:30 a.m.** | **Financial Reporting – Payment Management System**<br>• Standard Form (SF) Financial Status Reports |
| **10:30 a.m. – 10:45 a.m.** | **Break** |
| **10:45 a.m. – 12:00 p.m.** | **Regulations and Cost Principles** |
| **12:00 p.m. – 1:00 p.m.** | **Lunch on your own** |
| **1:00 p.m. – 1:45 p.m.** | **Regulations and Cost Principles (Continued)** |
| **1:45 p.m. – 2:45 p.m.** | **Grant Amendments** |
| **2:45 p.m. – 3:00 p.m.** | **Impact Visits** |
| **3:00 p.m. – 3:15 p.m.** | **Break** |
| **3:15 p.m. – 4:30 p.m.** | **Post Award Review** |
| **4:30 p.m.** | **Close** |