

Training Course Syllabus
Grants Management for Tribal Entities, Sponsored by NAFOA

Course Dates: May 13-July 13

Course Description

This course is designed to provide learners with foundational knowledge of the grant lifecycle. Importantly, participants will gain understanding of how to effectively apply for and manage grants awarded to their organization. The course will provide learners with a comprehensive introduction to grant management, funding laws, regulations, and policies, proposal development and submission, award notification and lifecycle, and reporting and closeout. Participants will leave this course with a set of practical tools and critical resources.

About Your Instructors

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Communicating with Instructors:

Please contact instructors in this course via email (details on the "Meet Your Instructors" Page.) Expect a 48-hour response time. Logging into Canvas regularly will allow you to keep abreast of important Announcements. Consider updating your Notification Settings so that Canvas automatically emails you Messages and Announcements from your instructors.

Course Overview

Module 1: Introduction to Grant Management
Module 2: Funding Laws, Regulations, & Policies
Module 3: Proposal Development & Submission
Module 4: Award Notification & Lifecycle
Module 5: Reporting & Closeout

Course Objectives

At the end of this course, participants will be able to:

- Demonstrate knowledge of the grant lifecycle and their role in each phase.
- Collaborate with internal and external stakeholders.
- Identify critical tools and resources available to help facilitate their role.

Course Completion

Modules in this course contain a variety of engagement content (readings, videos, activities, assignments, quizzes, etc.) Learners will be prompted to complete each module in order and will complete a variety of assignments and knowledge checks throughout the course. Participants may use the "Next" button at the bottom of each page to move through module content or may navigate to individual pages for review via the "Modules" button in the left-hand course navigation menu.

Content in this course is designed to accommodate learners with different levels of knowledge and experience. Participants who score 8/10 or above on module pre-assessments may skip "Self-Guided Learning" content within that module and proceed to "Activities". All participants must complete the pre-assessment, activities, and assignments for each module. Activities and assignments are graded on a complete/incomplete basis. If you would like individual feedback on any activity or discussion board response, please reach out to the instructors. Additionally, participants are required to attend all Live Class Sessions to receive credit for this course.

Upon completion of this course (vetted by Instructors - see "Course Navigation, Materials, & Resources" Page,) participants will be issued a Digital Badge via Credly. Participants will receive an email with instructions on how to accept and access the badge.

Course Timing

This is a nine-week course beginning on [REDACTED]. The course consists of both self-paced learning content and weekly Live Class Sessions, held via Zoom (refer to the "Live Class Sessions" section below for additional information.) For scheduling purposes, weeks begin on Fridays, with the exception of Week 1 (the course begins on a Monday.) Module Pre-Assessments and Content will not be available until the week start date as listed on the Course Schedule below.

All content and assessments must be completed on or before July 20, 2024 in order for participants to successfully complete the training.

Course Overview:

Note: Weeks begin on Fridays, with the exception of Week 1. Live Class Sessions are held on Wednesdays, with the exception of Juneteenth (no class). Consider this when completing Module Pre-Assessments, Self-Guided Learning, Activities, and Assignments. For a detailed schedule, please review the addendum to this document.

Week 1 (May 13) - Course Introduction (Note: Module 1 Available)
Week 2 (May 17) - Module 1
Week 3 (May 24) - Module 2
Week 4 (May 31) - Module 3
Week 5 (June 7) - Module 3
Week 6 (June 14) - Break
Week 7 (June 21) - Module 4
Week 8 (June 28) - Modules 4 & 5
Week 9 (July 5) - Module 5

Live Class Sessions

Live class sessions will be held via Zoom every Wednesday for the duration of the course (May 13-July 13), with the exception of Week 6 in recognition of the Juneteenth holiday. Live class sessions will be held from 6:00 PM - 8:00 PM MST. While course participants are able to skip self-guided content in Modules (given a passing grade on each Pre-Assessment Quiz), **all participants are required to attend all scheduled live class sessions**. Live class sessions serve not only as a place to learn and expand on self-guided content, but a place for peers to share knowledge, experiences, and ideas. Because of this, it is critical that all participants attend and are engaged on a weekly basis.

Live class sessions can be accessed via the "Join Live Class Sessions" button in the left-hand course navigation menu.

Technical Skills & Technology Requirements

Computer Skills:

- Knowledge of computer terminology, such as browser, operating system, application, software, files, documents, icon, etc.
- Understanding of basic computer hardware and software with the ability to perform computer operations, such as:
 - Using keyboard and mouse
 - Managing files and folders: save, name, copy, move, backup, rename, delete, check properties
 - Software installation, security, and virus protection

- Using software applications, such as Word, PowerPoint, Excel, email
- Knowledge of copying and pasting, spell-checking, saving files in different formats
- Uploading and downloading attachments
- Internet skills (connecting, accessing sites, using browsers)
- Ability to use online communication tools, such as email (create, send, receive, reply, print, send/receive attachments), discussion boards (read, search, post, reply, follow threads), chats, and messengers
- Perform online research using various search engines and library databases
- Create online accounts

Technology Requirements:

- Computer (Mobile devices are not recommended. Mobile applications are available for Canvas but many features are not available with a mobile device. Testing in an online class is not available with all mobile devices.)
- Adobe Acrobat Reader
- Access to word processing and spreadsheet software (Microsoft Office, Google Docs, etc.)
- Working microphone and webcam (can be combined or included with computer hardware such as in a laptop)
- Speakers or headphones
- High-Speed Internet Connection

It is not required that participants create a Zoom Account, however, it is recommended to [download the Zoom Application](#).

Required Materials

Participants will be provided with all reading and activity material for this course. Please refer to the "Technology Requirements" for software requirements.

Technical Questions & Concerns

For Canvas Support:



For General Inquiries:

