

Grants 101 (Beginning and refresher course) - Virtual

(3-day Virtual Course)



COURSE DESCRIPTION

The Grants 101 course will provide basic information about grants, including the responsibilities of recipients and key tasks that must be completed during the project period. This course will be most informative for administrative and program staff from organizations that were awarded a new grant in FY 2020 or FY 2021. It will also be relevant for new staff on existing grants who do not have extensive experience in grants management.

This 3-day virtual course will provide information about the how to implement grants. You'll learn how to find resources and learn about what is necessary to stay in compliance managing grants. This course "builds" from each day to the next. Participants should plan to attend the entire course or risk becoming lost because they have skipped a session.

The structure of this course calls for 2-hour daily virtual sessions over a three-day period.



WHAT YOU WILL LEARN

After successful completion of this course, participants should be able to:

- Understand the key roles and responsibilities of grantor staff and recipients.
- Describe organizational processes that must be put in place to effectively manage the grant.
- Be aware of the tasks that must be performed during the lifecycle of the grant
- Implement effective strategies for managing your grant
- Execute post-award amendments
- Understand the financial requirements for implementing grants
- Improve your relationships with grant stakeholders



WHO SHOULD ATTEND

This training is most relevant for staff who are involved in the programmatic and/or financial management of a grant.



June 16-18, 2021

(June 15-17, 2021 for American Samoa, Hawaii, US Virgin Islands)



**6 CPE Credit,
Virtual Delivery**



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TUITION FEES

With funding support from the United States Department of the Interior, Office of Insular Affairs, courses are available free of charge for government accountability professionals within the insular areas. The course fee is waived and there is no cost to register and attend. Professionals who do not meet the above criteria, please contact info@pitiviti.org.

COURSE DATE AND TIME

This course will take place on **June 16-18, 2021** (Guam time). Specific training times for each jurisdiction follow below:

	Palau	06/16 - 06/18	9:00 a.m. - 11:00 a.m.
	Guam	06/16 - 06/18	10:00 a.m. - 12:00 p.m.
	Kosrae, Pohnpei	06/16 - 06/18	11:00 a.m. - 1:00 p.m.
	RMI	06/16 - 06/18	12:00 p.m. - 2:00 p.m.
	Fiji	06/16 - 06/18	1:00 p.m. - 3:00 p.m.
	Samoa	06/16 - 06/18	2:00 p.m. - 4:00 p.m.
	American Samoa	06/15 - 06/17	1:00 p.m. - 3:00 p.m.
	Hawaii	06/15 - 06/17	2:00 p.m. - 4:00 p.m.
	US Virgin Islands	06/15 - 06/17	8:00 p.m. - 10:00 p.m.

INSTRUCTOR

David Rykken, MPH

David Rykken has more than 20 years of experience in public service working with all levels of government. He has worked for HHS at headquarters in DC for the last 12 years as a Supervisory Management Analyst, a Senior Emergency Management Specialist and a Supervisory Public Health Advisor.

Prior to working for HHS, David was the Chief of the Ancillary Services in the Republic of Palau. In addition to his experience in health care administration, he has spent several years doing overseas development work in African and Asian countries and has taught business and English courses in Indonesia, Thailand and Turkey.

David has a Postgraduate Diploma in Public Health Leadership and Management from the Fiji School of Medicine, an MPH in Policy and Administration from the University of North Carolina and a Diploma from the United States Naval War College as well as a BA from St. Olaf College and a teaching certification in ESL.

David has organized and conducted HSEEP, NIMS, OSHA, Hazmat, Grants Management, First Responder, Communications and other competency-based trainings. He has taught all of the Graduate School courses that lead to the Certificate in Grants Management and stays current on issues related to oversight and monitoring of contracts and grants.

