COURSE SYLLABUS

Developing a Federal Grant Application Course

This is a two-day, hands-on course for federal program and grants staff on building compliant, competitive applications. Participants learn to interpret FOAs, align narratives and budgets with program priorities, and avoid common errors that lead to low scores or disqualification.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/developing-a-federal-grant-application-course



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Course Outline

Module 1: Understanding the Federal Grant Application Process

- Explain the federal grant application lifecycle.
- Identify applicant roles and responsibilities.
- Recognize differences across agencies and programs.

Module 2: Interpreting the Funding Opportunity Announcement

- Analyze FOA structure and required sections.
- Identify eligibility and threshold requirements.
- Interpret selection and scoring criteria.

Module 3: Program Design and Narrative Development

- Develop clear problem statements and objectives.
- Align activities with funding priorities.
- Avoid common narrative weaknesses.

Module 4: Budget Development and Cost Considerations

- Build budgets consistent with program design.
- Apply cost principles to budget development.
- Prepare clear budget justifications.

Module 5: Performance Measures and Evaluation

- Define outputs, outcomes, and indicators.
- Align performance measures with program goals.
- Integrate evaluation expectations into applications.

Module 6: Organizational Capacity and Readiness

- Demonstrate organizational capability and experience.
- Address staffing, systems, and partnerships.
- Respond to capacity-related evaluation criteria.

Module 7: Compliance, Risk, and Certifications

- Identify compliance representations and assurances.
- Address risk and oversight considerations.
- Avoid disqualifying compliance errors.

Module 8: Partnerships, Subawards, and Letters of Support

- Structure partnerships appropriately.
- Distinguish subrecipients from contractors.
- Prepare effective letters of commitment.

Module 9: Application Review, Quality Control, and Submission

- Conduct internal reviews for completeness and compliance.
- Apply quality control checks.
- Manage submission systems and deadlines.

Module 10: From Application to Award Readiness

- Anticipate post-award requirements during application development.
- Align application content with award implementation.
- Prepare for pre-award risk assessment and negotiation.