COURSE SYLLABUS

Monitoring Grants Course

This focused course clarifies what effective grant monitoring looks like, how to scale oversight by risk, and how to complete closeout correctly. Participants learn the language of monitoring, the linkage between risk and internal control, and how to select and execute the right mix of oversight techniques.

> 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/monitoring-grants



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Course Outline

Module 1: Legislative Requirements for Monitoring, Risk Management, and Internal Controls

- Interpret statutory/administrative expectations for monitoring.
- Tie risk management to internal control frameworks and oversight.
- Translate requirements into actionable monitoring plans.

Module 2: Monitoring and Risk—Key Terms and Concepts

- Define risk criteria and monitoring terminology in the grants context.
- Use risk ratings to tailor oversight activities.
- Document rationales for monitoring intensity and scope.

Module 3: Best Practices in Programmatic Monitoring Techniques

- Assess progress vs. performance measures and budget alignment.
- Record findings and corrective action timelines.
- Understanding performance metrics and measurements.

Module 4: Best Practices in Fiscal Monitoring Techniques

- Plan and conduct desk reviews, data checks, and evidence requests.
- Record findings and corrective action timelines.
- Best practices in internal auditing.

Module 5: Benefits and Mechanics of Site Visits

- Prepare agendas, sampling approaches, and interview guides.
- Verify internal controls and source documentation on-site.
- Communicate results and required follow-up.

Module 6: Closeout Roles, Steps, and Best Practices

- Compile final technical and financial reports and property records.

- Resolve open items and confirm audit/reporting completion.
- Establish retention timelines and transition obligations.