

Introduction to Grants: Pre-Award and Award Course

This course focuses on the pre-award and award phases of federal assistance, providing a clear overview of the legal landscape, stakeholder roles, and the mechanics of program announcements and selections. Participants connect policy to practice by walking the grants lifecycle with emphasis on planning, solicitation, eligibility, and award instrument choice.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/introduction-to-grants-preaward-and-award>



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Course Outline

Module 1: Legislation in the Evolution of Federal Assistance

- Trace how federal assistance laws and guidance have changed over time.
- Identify the major statutes, OMB circulars/Uniform Guidance, and agency roles.
- Connect policy shifts to practical impacts on awarding and oversight.

Module 2: Key Stakeholders in Grants Management and the Responsibilities of Program and Grants Officials

- Map roles of program, grants, finance, and audit functions.
- Clarify decision rights and handoffs across the assistance lifecycle.
- Discuss collaboration and documentation expectations.

Module 3: Mandatory and Discretionary Grants and the Grants Management Lifecycle

- Walk the assistance lifecycle from planning to closeout.
- Pinpoint key deliverables, reviews, and decision gates.
- Differentiate requirements for mandatory vs. discretionary grants.

Module 4: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)

- Interpret subparts A–D of 2 CFR 200 and when they apply.
- Review definitions, conflict-of-interest, and procurement standards.
- Examine pass-through responsibilities and subrecipient monitoring.

Module 5: Pre-Award Grants Management Requirements and Processes

- Draft/assess NOFO content and eligibility criteria.
- Outline technical review steps and documentation standards.

- Practice selection memo elements and conflict mitigation.