



GMBok training will include the five domains of grants management including General Knowledge, Pre-Award Activities, Award Activities, Post-Award Activities, and Closeout/Audit. GMBok training will include the following topics of discussion:

- I. Types of federal financial assistance (e.g. grants, cooperative agreements, contracts, etc.)
- II. Governing laws, regulations and guidance
- III. Federal regulations, cost principles, OMB Circulars, uniform administrative requirements
- IV. Application and Review
 - a. Establishment of agency need
 - b. Proposal/application preparation, implementation schedule and evaluation
 - c. Management and Administrative Costs
 - d. Indirect Costs/Facilities and Administration Costs (F&A)
 - e. Certified assurances
 - f. Federal sites for grant announcements, solicitations and submissions (e.g. [grants.gov](https://www.grants.gov))
 - g. Application review process
 - h. Key components of pre-award process
- V. Award and Post-Award
 - a. Notice of award
 - b. Grant file establishment
 - c. Key grant personnel roles and responsibilities
 - d. Organizational structure and professional development
 - e. Special conditions
 - f. Terms and conditions
 - g. Monitoring-recipient and Subrecipient
 - h. Reporting-financial and programmatic
 - i. FFATA
 - j. Payments and improper payments
- VI. Internal Controls and Financial Management
 - a. Financial management standards
 - b. Cost principles

- c. Debarment and Suspension (e.g. System for Award Management)
- d. Supplies, real property, equipment, and intellectual property requirements
- e. Procurement standards, policies and procedures
- f. Subrecipient risk assessment

VII. Closeout

- a. Proper award close-out procedures
- b. Inventory management, transfer of property, depreciation

VIII. Audits

- a. Types of audits
- b. A-133 audit requirements
- c. Common audit findings
- d. Inspector General and GAO audits
- e. Corrective Action Plans (CAPs)

IX. Fraud, Waste and Abuse

- a. Enforcement
- b. Investigations and reporting
- c. High risk determinations