Executive Summary

This course is being developed as there is a new software that will be released this year that users will need to master to submit a grant application later this year. There are three distinct target audiences for this course - subapplicants, applicants, and grant reviewers. There will be a separate course developed for each audience.

Target Audience

The target audience for this course will be local and state subapplicants.

Goal

The purpose of this course is to provide participants with the knowledge and skills to use the grant application tool to create, manage, and submit subapplications for the grant program.

Microlesson Terminal Objective

The terminal objective for the Microlesson will be:

- Prepare an accurate and complete subapplication using the software.

Microlesson Enabling Objectives

Enabling Objectives for the Microlesson are:

Module 1: Tool Overview

At the end of this unit, participants will be able to:

- Explain the grant program
- Explain the purpose of a subapplication
- Explain the purpose of the Tool
- Describe the categories of Tool users
- Explain the subapplication workflow

Module 2: Logging into the Tool

At the end of this unit, the participants should be able to:

- Explain the Tool registration process
- Create a GSA System for Award Management account
- Request access to Tool
- Login to Tool
- Create a user profile

Module 3: Creating Subapplications

At the end of this unit, participants will be able to:

- Explain the different types of subapplications
- Create a new subapplication
- Copy an existing subapplication

Rationale

The rationale of this microlesson is to create an online course that will assist local and state public officials to accurately complete a subapplication using this new tool. For the capstone project I will develop the first three lessons. These lessons will do more than create awareness, they will need to

apply what they learn to be successful. I plan to use Understanding by Design to develop these lessons and they will focus on the 2ⁿᵈ and 3ʳᵈ level of Bloom's taxonomy.

Full Course Learning Objectives: The Learning objectives for the full subapplicant course would include the following:

- Prepare an accurate and complete subapplication using the software.
- Evaluate the subapplication and recognize and correct errors.
- Identify the status of a subapplication within the grant application pipeline.
- Modify a subapplication to include new costs, benefits, or project information.

Micro Lesson Modules: For the section I'll develop for this course, I'll focus on the first three units – Tool Overview, Logging into the Tool, Creation of a Subapplication the other units will be developed later. The other units include Review and Evaluating the Subapplication, and the Identification of Subapplication Status.

Evaluation

I plan to evaluate my microlesson using the Online Scorecard that provided via the link below to evaluate the course. I have also designed a course assessment rubric to evaluate the learners grasp of the material and to ensure that the learning is authentic, and performance based. The rubric will allow the learners to understand the criteria for assessment before they start the project and it will make the evaluation more objective and consistent. For the first section of the rubric, the instructor will ask the learner a series of questions to garner their understanding of those concepts. For the remaining two sections, the instructor will review the learners work in the sandbox and will complete the rest of the rubric that way.