

Grant Application Tool Design Document

Project Context

Course Overview

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.

Terminal Objectives

The terminal objective for the Microlesson will be:

- Prepare an accurate and complete subapplication using the software.

Course Purpose

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.

Course Outcome

The course outcome will be that the participants will know how to complete a subapplication in the Grant Application Tool and they will understand the responsibilities of the various roles.

Learning Requirements

Audience Information

The target audience for this course are professionals who wish to use the grant application tool to complete and manage subapplications for the BRIC hazard mitigation program and Regional and State Hazard Mitigation Officers who are asked to assist them.

Audience Profile

The audience for this course is state, local community, territorial, and federally recognized tribal government personnel, and their consultants. These are professional staff members who may have little experience or a vast amount of experience with disaster grant application and management; however, this tool will be new to all.

Learning Environment

The audience will access this course from their office or home depending on when they need the information, but the main learning environment would be the office.

Course Objectives

Enabling Objectives

Enabling Objectives are provided below.

Module 1: Program and 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

Performance Goals

The performance goals for this microlesson are designed 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. The course assessment rubric is included at the end of this plan in Appendix A.

Instructional Strategy

Presentation Patterns

The presentation pattern for this microlesson will be to provide context tracker through a visible structure for the lessons and to reveal the course's structure by subject matter, or via some other context meaningful to the audience.

This pattern will be effective since the subject matter naturally consists of discrete chunks and it will help the audience understand the Narrative Arc of your presentation with some visual guidance.

Media Strategy

The media strategy for each module is outlined below in course structure.

Course Format or Structure

Detailed Content Outline

[Module 1: Program and Tool Overview \(Week 1\)](#)

Objectives

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

- Explain the key principles of 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

Scope

- Overview of the grant program
- What is a subapplication?
- What is the purpose of Tool system?
- Tool users
- Subapplication Workflow

Methodology

Online course with course materials and engaging activities to provide learners with the information, links to resources. Participants will practice in a Tool sandbox.

Discussion Questions, Activities, and Projects

- Discussion question on “What is true about the grant program?” and provide the learners with a few prompts and then the instructor will facilitate the discussion.
- Discussion question on “What category of grant tool user are you?”
- Discussion question on “When a Subapplicant submits a subapplication to the Applicant, what happens next?”

Content Needs, OERs, Resources

- Need screen shots of tool
- Need history of the program (maybe a timeline would be helpful)
- Content on the following:
 - Overview of the grant program

- What is a subapplication?
- What is the purpose of Tool system?
- Tool users
- Subapplication Workflow

Digital Media To Develop

- Provide a short video about the grant program and on the types of users
- Timeline of the history of the program

Assessment

The assessment for this unit would be a knowledge check on the principles of the grant program, purpose of the tool, categories of tool users, purpose of the subapplication, and the subapplication workflow.

References

- SME
- Tool Job Aids
- eGrants workflow diagram

Module 2: Logging into the Tool

Objectives

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

Scope

- What is the Tool registration process?
- Setting up an account
- Approval e-mail
- Login and request access to Tool
- Access levels
- Creating and managing your profile
- Tips
- Resources

Methodology

Online course with course materials and engaging activities to provide learners with the information, links to resources. Participants will practice in a Tool sandbox.

Discussion Questions, Activities, and Projects

- Discussion question on “What are the access levels in the tool?”
- Discussion question on “What are the roles in the tool?” and “What is your role in the tool?”
- Discussion question on “Where can you view your assigned FEMA GO roles?”

Content Needs, OERs, Resources

- Content on the following:
 - What is the Tool registration process?
 - Setting up an account

- Approval e-mail
- Login and request access to Tool
- Access levels
- Creating and managing your profile
- Tips
- Resources
- Develop a list of resources to provide

Digital Media To Develop

- Demonstration video on “registering for the grant tool”

Assessment

The assessment for this unit would be a knowledge check on how to set up an account, the process to request a login and access the tool, how to create and manage your profile, common tips, and where to find additional resources.

References

- SME
- Tool Job Aids

Module 3: Creating Subapplications

Objectives

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

Scope

- Subapplication types. What are the different types of subapplications available to organizations and suborganizations?
- How to create a new subapplication
- Completing the Subapplicant section
- Completing the Contact section
- Why would I want to copy an existing subapplication?
- Copying risks and benefits
- Resources

Methodology

Online course with course materials and engaging activities to provide learners with the information, links to resources. Participants will practice in a Tool sandbox.

Discussion Questions, Activities, and Projects

- Discussion question on “Which type of subapplication is available to each organization?” and “What type of subapplication would your organization use?”
- Discussion question on “What information is needed to complete a subapplication?”

Content Needs, OERs, Resources

- Content on the following:
 - Subapplication types. What are the different types of subapplications available to organizations and suborganizations?
 - How to create a new subapplication

- Completing the Subapplicant section
- Completing the Contact section
- Why would I want to copy an existing subapplication?
- Copying risks and benefits
- Resources
- Provide a list of resources

Digital Media To Develop

- Video on creating a new subapplication
- Video on copying an existing subapplication

Assessment

The assessment for this unit will include a knowledge check on subapplication types, steps to completing a subapplication, risks of copying a subapplication, and benefits of copying a subapplication. There will also be a performance assessment in the “sandbox” area of the tool that will be measured using the rubric provided in the Performance Measures section below.

References

- SME
- Tool Job Aids

Number of modules

There will be three modules in this microlesson as outlined above.

Number of slides in each module

- Module 1 – 17 slides
- Module 2 – 24 slides
- Module 3 - 22 slides

Content strategy at each level

The content strategy is outlined in the structure section above.

Appendix A Course Assessment Rubric

Course Assessment Rubric				
Learner		Date		
Instructor				
Rubric	Score	Scoring Scale		Total
Exceeds Expectations	4	Exceptional		70-80
Meets Expectations	3	Satisfactory		56-69
Partially Meets Expectations	2	Needs Improvement		40-55
Does Not Meet Expectations	1	Unsatisfactory		20-39
Program Overview				
	4	3	2	1
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				
Program Overview Subtotal	0	Weight	1	Total
				0
Tool Login				
	4	3	2	1
Request access to Tool				
Login to Tool				
Create a user profile				
Tool Login Subtotal	0	Weight	2	Total
				0
Creating Subapplications				
	4	3	2	1
Explain the different types of subapplications				
Create a new subapplication				
Copy an existing subapplication				
Creating Subapplications Subtotal	0	Weight	3	Total
				0
Overall Course Assessment Score				0