

Grant Application Tool Training Syllabus

Course Description

This course explains how to navigate FEMA's new grant management software that will be released later this year that users will need to master to submit a grant application. This course provides an overview of grant management concepts, how to register and log into the tool, and how to create a subapplication.

Course Facilitator

Shawn Smith has been teaching the current web-conference grants application and review courses for more than three years and is been involved in the design and development of the new software. Prior to teaching the course, he developed grant applications for his state for more than seven years. Shawn can be reached through via email at: shawn.smith@femago.gov. His office hours are from 8:00 am to 5:00 pm Eastern time Monday, Wednesday and Friday. He will get back to you within 24 hours.

Course Host

JoAnna Wagschal has been teaching the Hazard Mitigation Assistance Benefit-Cost Analysis course and the Grant Application, Grants Review, and Grants Implementation courses for more than 10 years. She managed the design and development of each of these courses and their updates. JoAnna can be reached via email at: Joanna.wagschal@femago.gov. Her office hours are from 8:00 am to 5:00 pm Eastern time Monday, Tuesday and Thursday. She will get back to you within 24 hours.

Course Prerequisites

There are no prerequisites for this course. However, it would be helpful if course attendees are familiar with the grant application programs by taking the Introduction to Grants course provided through the Emergency Management Institute or by becoming familiar prior to the course with the FEMA Go user manual located at <https://FEMAGo.gov>.

Course Objective

The learning outcomes for the Microlesson will be:

- Prepare an accurate and complete subapplication using the software.

Weekly Activities and Discussions

- To complete this course, you will need to attend all six modules and complete the performance assessment at the end of the course. Each module will build on the skills and knowledge you have obtained from the previous modules and there are resources in each module for additional information. Each module will have discussions and either knowledge checks or performance assessments. You will be graded on your participation on each of these activities. Please see the outline of each week's topics below and for more information on grading, please see the grading policy section of this syllabus.

Scheduled Date	Topic	Activities
Week 1 July 11-17, 2020	Module 1: Introduction to the Grant Application Tool	Module Knowledge checks and discussions
Week 2 July 18-24, 2020	Module 2: Logging into the Grant Application Tool	Module Knowledge checks and discussions
Week 3 July 25-31, 2020	Module 3: Creating a Subapplication	Discussion and Performance Assessment- Creating a Subapplication
Week 4 August 1-7, 2020	Module 4: Completing the Subapplication	Discussion and Performance Assessment- Completing a Subapplication
Week 5 August 8-14, 2020	Module 5: Reviewing and Submitting the Subapplication	Discussion and Performance Assessment- Submitting a Subapplication
Week 6 August 15-21, 2020	Module 6: Managing the Subapplication	Discussion and Performance Assessment - Managing a Subapplication

- After you have finished the modules, you will select a case study and then will go to the sandbox area of the tool to practice developing and submitting a subapplication. The rubric for this performance assessment is accessible from main page of the course.

Schedule

The course will open on July 11, 2020 and you will have 6 weeks to complete it. Each week, new content will be released. Weekly knowledge checks and discussions will be released along with course content. The course ends August 21, 2020. You will have until that day (11:59 PM UTC) to complete all learning activities.

Grading Policy

To receive a certificate, you will need to complete all learning activities by August 21, 2020, 11:59 PM Eastern Time when the course closes. Grades will be based on the following elements:

- Discussions (20%),
- Knowledge Checks (20%), and
- Performance Assessments (60%).

Discussions

During the course you will participate in discussions with the facilitator and with other students to demonstrate your understanding of the course content. It is expected that participation in these discussions will be more than single word answers but will be well-thought out responses to the discussion questions and to other student's postings. This is a graded component worth 20% of your grade.

Knowledge Checks

Knowledge Checks have been developed to reinforce your understanding of content throughout the course. Each week, you will find questions that serve as a review of the content from the module. These are graded components and worth 20% of your grade.

Performance Assessments

Modules 3 - 6 will each have a performance assessment at the end of the module. These assessments will be completed in the “sandbox” or practice area of the tool. Each of these performance assessments will be measured using the rubric provided on the home page. These assessments are graded components worth 60% of your grade.

Late Policy

All assignments are due by 11:59 pm Eastern Time on August 21, 2020. Depending on the assignment and your situation, you can contact the facilitator to receive a short extension on assignments. However, requests for late submittals must be submitted and approved prior to the deadline.

Academic Honesty Policy

To receive credit for this course, you agree to:

- Complete all assessments and assignments on your own unless collaboration on the assignment is directed by the facilitator or the assignment instructions.
- You will refrain from engaging in any dishonest activities to improve your results or hurt the results of others.
- You will not post answers to problems that are being used to assess student performance.

Class Etiquette and Guidelines

The guidelines for this course are:

- Active participation is required. We are all learning how to use this tool together and you will get out of the discussions what you put into them.
- Your discussion posts should be more than single answers. They should be well-thought out responses that incorporate items from the module topics, resources, and your own through processes.
- Assume the best intentions from your classmates. If in doubt, please contact your course facilitator or course instructor about specific concerns; or, if you see an inappropriate post, flag it instead of adding your own commentary.
- Posts should be written in your own words. If you include a quote or reference, when possible also provide a citation (book, URL, etc.).
- Before posting, search the Discussion for similar questions or comments.
- Please limit your posts/responses to a maximum of 400 words.