National Institute of Allergy and Infectious Diseases (NIAID), NIH, DHHS
Grants Policy and Management Training
Accra, Ghana – DRAFT AGENDA

Monday, September 8, 2008	
8:00 – 8:45	**Registration**
9:00 – 9:30	**Welcome and Post award overview** **Introduction of NIH and NIAID** **General Roles – GMP, PO, OIEA** Paula Strickland, Ph.D., Office of International Extramural Activities, DEA/NIAID/NIH
9:30 - 10:15	**What Does the Notice of Award (NOA) Contain?** Lesia, Norwood, Grants Management Program, DEA/NIAID/NIH
10:15 – 10:30	*Coffee Break*
10:30 – 11:30	**Cost Issues: What are Allowable and Unallowable Costs at Foreign Sites?** Dawn Mitchum, Grants Management Program, DEA/NIAID/NIH
11:30 – 12:15	**The NIAID Experience: A Grantee's Perspective** Clement Adebayo Adebamowo, BM ChB Honours, FWACS, FACS, D.Sc. Professor of Surgery and Consultant Surgeon University of Ibadan
12:15 – 1:45	*Working Lunch*
1:45 – 2:30	**What can Delay the Disbursement of Funds** Kim Belk, Grants Management Program, DEA/NIAID/NIH
2:30 – 2:45	**Panel Session – Today's Presenters**
2:45 – 3:00	*Move to breakout rooms*
3:00 – 4:15 *Concurrent sessions*	**Breakout Session 1:** One-on-One with Grants Management Specialists & Program staff **Facilitators**: Lesia Norwood and Kim Belk **Breakout Session 2:** Cost and Disbursement issues **Facilitators:** Dawn Mitchum and Deanna Ingersoll
Tuesday, September 9, 2008	

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9:00 – 9:15	**Opening remarks and announcements** Paula Strickland, Ph.D., Office of International Extramural Activities, DEA/NIAID/NIH
9:15 – 10:00	**Subcontracts – NIH Expectations** Lesia Norwood, Grants Management Program, DEA/NIAID/NIH
10:00 – 10:30	**Research Ethics in West Africa** Clement Adebayo Adebamowo, BM ChB Honours, FWACS, FACS, D.Sc. Professor of Surgery and Consultant Surgeon University of Ibadan
10:30 – 10:45	*Coffee Break*
10:45 - 11:30	**How to Prepare and Submit a Financial Status Report (FSR/269)** Deanna Ingersoll, Grants Management Program, DEA/NIAID/NIH
11:30 – 12:15	**How to Prepare and Submit a Progress Report** Dawn Mitchum, Grants Management Program, DEA/NIAID/NIH
12:15 – 1:45	*Working Lunch*
1:45 – 2:30	**NIH Funding Mechanisms: Intent and Limitations** Paula Strickland, Ph.D., Office of International Extramural Activities, DEA/NIAID/NIH
2:30 – 3:15	**Panel Session – Today's presenters**
3:15 - 3:30	*Move to breakout room*
3:30 – 4:45 <u>Concurrent Sessions</u>	**Breakout Session 3:** Financial Status Report – Hands on Training & General Questions **Facilitators:** Deanna Ingersoll and Kim Belk **Breakout Session 4: TBD** **Facilitators:**
Evening – Details to be announced	**Optional Cultural Activity**

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Wednesday, September 10, 2008	
9:00 – 10:00	**Managing a NIH Grant: Financial Systems Review and Banking Case Studies** IP Singh, The Mitchell Group (TMG), NIAID Contractor
10:00 – 11:00	**Remaining Compliant with NIH Policies** Lesia Norwood, Grants Management Program, DEA/NIAID/NIH
11:00 – 11:15	*Coffee Break*
11:15 – 12:00	**What Actions or Expenses on a Grant Require Prior Approval?** Kim Belk, Grants Management Program, DEA/NIAID/NIH
12:00 – 12:45	**Grants.gov/eRA Commons: An Introduction** Deanna Ingersoll, Grants Management Program, DEA/NIAID/NIH
12:45 – 1:00	**Panel Session – Today's presenters**
1:00 – 2:30	*Working Lunch*
2:30 – 3:45 <u>(Concurrent Sessions)</u>	**Breakout Session 5: Financial Status Report – Hands on training** **Facilitators:** Deanna Ingersoll and Kim Belk **Breakout Session 6: Elements of a Sufficient Subcontract Agreement** **Facilitators:** Lesia Norwood and Dawn Mitchum
3:45 – 4:30	**Summary of all Breakout sessions (1-6) – Grants Management Specialists, Program Staff and Participants**
4:30– 4:45	**Closing Remarks** Paula Strickland, Ph.D., Office of International Extramural Activities, DEA/NIAID/NIH
Adjourn	