

AGENDA

National Financial & Administrative Forums
Wheeling, Illinois

| | |
|-------|-------------------|
| Day 1 | 7:30 am – 4:00 pm |
| Day 2 | 8:15 am – 4:15 pm |
| Day 3 | 8:15 am – 3:30 pm |

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|---------------------------------|---|--|--|--|
| D A Y 1 | Tuesday, August 7, 2007 | | | |
| 7:30 am - 9:00 am | Registration | | | |
| 9:00 am - 9:15 am | Welcome & Conference Overview Ravinia Ballrooms CD | | | |
| 9:15 am - 10:00 am | ETA National Office Update Ravinia Ballrooms CD | | | |
| 10:00 am - 10:15 am | BREAK | | | |
| 10:15 am -11:45 am Workshops | Program Basics Ravinia Ballrooms AB | MOU & Resource Sharing Agreements Ravinia Ballroom C | Indirect Costs & Applying for an Indirect Cost Rates & Plans Ravinia Ballroom D | Budgeting Use & Analysis/Tracking Ravinia Ballrooms EF |
| 11:45 am - 1:15 pm | LUNCH (on your own) | | | |
| 1:15 pm - 2:45 pm Workshops | Monitoring Ravinia Ballrooms AB | Procurement & Contracting (A) Ravinia Ballroom C | Cost Allocation, Cost Pooling & Time Distribution Ravinia Ballroom D | Financial Reporting SF269 Ravinia Ballrooms EF |
| 2:45 pm - 3:00 pm | BREAK | | | |
| 3:00 pm - 4:00 pm Workshops | Cost Classification, Program Income & Admin Costs Ravinia Ballrooms AB | Procurement & Contracting (B) (continuation) Ravinia Ballroom C | Salary and Bonus Limitations Ravinia Ballroom D | Discrimination & Complaint Systems Ravinia Ballrooms EF |

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| D A Y 2 | | Wednesday, August 8, 2007 | | | |
|---|---|--|---|--|---|
| 8:15 am - 9:15 am | Uniform Administrative Requirements & Financial Management Standards Ravinia Ballrooms CD | | | | |
| 9:15 am - 10:15 am | Cost Principles & Items of Cost Ravinia Ballrooms CD | | | | |
| 10:15 am - 10:30 am | BREAK | | | | |
| 10:30 am - 11:30 am Workshops | Audit Requirements Ravinia Ballrooms AB | Grants.gov Ravinia Ballroom C | Intellectual Property, Leveraged Resources & Match Ravinia Ballroom D | Cash Management Ravinia Ballroom EF | Incident Reporting & Fraud Botanic Garden Ballroom B |
| 11:30 am - 1:00 pm | LUNCH (on your own) | | | | |
| 1:00 pm - 2:30 pm Workshops | Cost Allocation, Cost Pooling & Time Distribution® Ravinia Ballrooms AB | Procurement & Contracting (A)® Ravinia Ballroom C | WIA Financial Reporting Ravinia Ballroom D | Equipment, Facilities, Capital Improvement & Real Property® Ravinia Ballrooms EF | Budgeting SF-424 Initial & Modification Botanic Garden Ballroom B |
| 2:30 pm - 2:45 pm | BREAK | | | | |
| 2:45 pm - 4:15 pm Workshops | Indirect Costs & Applying for an Indirect Cost Rates & Plans® Ravinia Ballrooms AB | Procurement & Contracting (B) (continuation)® Ravinia Ballroom C | MOU & Resource Sharing Agreements® Ravinia Ballroom D | UI Administrative Financing Ravinia Ballrooms EF | Program Basics® Botanic Garden Ballroom B |

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| D A Y 3 | | Thursday August 9, 2007 | | | |
|----------------------------------|--|--|--|--|---|
| 8:15 am - 9:00 am | | Questions & Answers Session <i>Panel - Galloway, Prince & Rhodes</i> (Ravinia Ballrooms CD) | | | |
| 9:00 am - 9:15 am | | BREAK | | | |
| 9:15 am - 10:45 am Workshops | | Financial Reporting SF269® Ravinia Ballrooms AB | Monitoring Ravinia Ballroom C | Equipment, Facilities, Capital Improvement & Real Property® Ravinia Ballroom D | Budgeting Use & Analysis/Tracking® Ravinia Ballrooms EF |
| 10:45 am - 11:00 am | | BREAK | | | |
| 11:00 am - 12:00 pm Workshops | | Salary & Bonus Limitations Ravinia Ballrooms AB | Cash Management Ravinia Ballroom C | Discrimination & Complaint Systems® Ravinia Ballroom D | WIA Financial Reporting® Ravinia Ballrooms EF |
| 12:00 pm - 1:30 pm | | Lunch | | | |
| 1:30 pm - 2:30 pm Workshops | | Audit Requirements® Ravinia Ballrooms AB | Grants.gov® Ravinia Ballroom C | Cost Classification, Program Income & Admin. Costs® Ravinia Ballroom D | Incident Reporting & Fraud® Ravinia Ballrooms EF |
| 2:30 pm - 2:45 pm | | BREAK | | | |
| 2:45 pm - 3:30 pm | | Closing Remarks & Next Steps ? (Ravinia Ballroom D) | | | |
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39 Workshops

21 different workshops

18 workshops offered twice (® Repeat)

Plenary Sessions & Times

Opening Remarks - 15 minutes - **TCoyne**

WIRED 101 & ETA Budget - 45 minutes - **JRapport**

Uniform Admin Requirements & Financial Mgmt Standards - 60 minutes - **DGalloway**

Cost Principles & Items of Cost - 60 minutes - **TCoyne**

Questions & Answers Session - 45 minutes - Panel of National & Regional Office Experts - **Rhodes, Prince, Galloway**

Workshops (® Repeat) and Times

®Financial Reporting SF269 - 90 minutes- **IDanley/EDenwiddie**

® WIA Financial Reporting - 90 minutes - **IDanley/EDenwiddie**

®Cost Classification including Program Income & Administrative Costs - 60 minutes - **JHoward**

®Cost Allocation, Cost Pooling & Time Distribution - 90 minutes - **LMiller**

® Indirect Costs and Applying for an Indirect Cost Rates & Plans - 90 minutes - **DCD Ron Goolsby & DGalloway**

® MOU and Resource Sharing Agreements - 90 minutes - **LRhodes**

®Procurement & Contracting (A) - 90 minutes - **TDilisio**

®Procurement & Contracting (B) (Continuation) - 60 minutes - **TDilisio**

® Cash Management - 60 minutes - **LRhodes or MPrince**

Budgeting - SF 424 Initial and Modification - 60 minutes - **MWard**

® Budgeting - Use & Analysis/Tracking - 90 minutes - **MWard**

® Discrimination & Complaint Systems - 60 minutes - **DSwafford**

® Incident Reporting & Fraud - 60 minutes - **DSwafford**

®Audit Requirements - 60 minutes - **DGalloway**

® Monitoring - 90 minutes - **LRhodes**

® Equipment, Facilities, Capital Improvement & Real Property - 90 minutes - **MPrince**

® Grants.gov - 60 min - **ENorris**

Intellectual Property, Match & Leveraged Resources - 60 min - **MWard**

® Program Basics for Formula & Discretionary Grantees - 90 minutes - **LMiller**

®Salary and Bonus Limitations - 60 min - **LRhodes**

UI Administrative Financing - 60 minutes -- **RWilus**

Not just for Geeks - **CANCELED**