National Institute of Allergy and Infectious Diseases (NIAID), NIH
Grants Policy and Management Training
SAMPLE AGENDA

Day 1	
8:00 – 8:45	**Registration**
8:45 – 9:15	**Welcome and Post award overview** **Introduction of NIH and NIAID General Roles – Grants Management Program (GMP), Program Officer (PO), Office of International Extramural Activities (OIEA)**
9:15 – 9:45	**The Commitment of NIAID to International Research Collaboration**
9:45 - 10:30	**What Does the Notice of Award (NOA) Contain?**
10:30 – 10:45	*Coffee Break*
10:45 – 11:30	**Cost Issues: What are Allowable and Unallowable Costs**
11:30 – 12:15	**Organizational Impact on International Institutions Receiving NIH Awards**
12:15 – 1:45	***Working Lunch***
1:45 – 2:30	**What can Delay the Disbursement of Funds**
2:30 – 2:45	**Panel Session – Today's Presenters**
2:45 – 3:00	**Move to breakout rooms**
3:00 – 4:15 <u>Concurrent sessions</u>	**Breakout Session 1:** One-on-One with Grants Management Specialist & Program **Breakout Session 2:** Cost and Disbursement Issues

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Day 2	
9:00 – 9:45	**Subcontracts – NIH Expectations**
9:45 – 10:30	**Special Interest Topic**
10:30 – 10:45	*Coffee Break*
10:45 - 11:30	**How to Prepare and Submit a Financial Status Report**
11:30 – 12:15	**How to Prepare and Submit a Progress Report**
12:15 – 1:45	***Working Lunch***
1:45 – 2:30	**Special Interest Topic**
2:30 – 3:15	**Special Interest Topic**
3:15 - 3:30	**Panel Session – Today's Presenters**
3:30 – 3:45	**Move to breakout rooms**
3:45 – 5:00 *Concurrent Sessions*	**Breakout Session 3 : Financial Status Report** – Hands on Training & General Questions **Breakout Session 4: Program breakout session**
Evening	**Optional Cultural Activity**

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Day 3	
9:00 – 10:00	**Managing a NIH Grant: Financial Systems Review and Banking & Case Studies**
10:00 – 11:00	**Remaining Compliant with NIH Policies**
11:00 – 11:15	*Coffee Break*
11:15 – 12:00	**What Actions or Expenses on a Grant Require Prior Approval?**
12:00 – 12:45	**eRA Commons**
12:45 – 1:00	**Panel Session – Today's Presenters**
1:00 – 2:30	***Working Lunch***
2:30 – 3:00	**Move to breakout rooms**
3:00 – 4:15 *Concurrent Sessions*	**Breakout Session 5: Financial Status Report – Hands on training** **Breakout Session 6: Elements of a sufficient sub-contract agreement**
4:15 – 4:45	**Summary of all Breakout sessions (1-6) – GMP, Program and Participants**
4:45 – 5:00	**Closing Remarks**
	Adjourn