

# DEPARTMENTAL ADMINISTRATION BOOT CAMP

## OUTLINE

Introduction

Topics Areas:

- Proposal Development
- Budget Preparation
- Proposal Submission
- Award Acceptance
- Award Management
  - o Grants vs. Contracts
  - o Cost Sharing
  - o Effort Reporting
  - o Subawards and Subrecipient Monitoring
  - o Procurement
  - o Expenditure Review
- Closeouts
- Record Retention
- Audits