

SAMHSA Grantee Webinar for 2018

The Substance Abuse and Mental Health Services Administration (SAMHSA) is offering a series of free webinars on Federal grant submission and administration that is broadly applicable. It is recommended that you join the training at least 15 minutes prior to the start of the webinar. If you are unable to attend the webinar, you can listen to the recording by clicking on the last link below (Net replay).

Passcodes/Pin codes:

Participant passcode: 7636978

For security reasons, the passcode will be required to join the conference.

WebEx™ Net Conference Access Information:

WebEx Required Download:

To use WebEx for your operator-assisted conferences, presenters and participants alike must have the WebEx Event Manager installed prior to joining. To download the Event Manager, see the instructions on the [WebEx Downloads](#) page.

If you have questions about sharing your documents, please [click here](#) or contact Reservations.

For Participants:

URL: <https://www.mymeetings.com/nc/join/>

Conference number: PWXW6779168

Audience passcode: 7636978

Participants can join the event directly at:

<https://www.mymeetings.com/nc/join.php?i=PWXW6779168&p=7636978&t=c>

To access the Net replays of this call, all parties may join at:

<https://www.mymeetings.com/nc/join.php?i=PWXW6779168&p=7636978&t=r>

The replay will be available for 30 days, ending MAY-12-2018

SAMHSA 2018 GRANTEE WEBINARS

Course Title	Topics to be Covered	Recommended Attendees	Date	Time
Grants 101	Grant fundamentals, roles, and responsibilities	All recipients	2/8/2018	2:00 - 3:30 pm (ET)

Understanding Key Requirements and Preparing Budgets	Preparing SF-424 budget and the budget narrative and justification, understanding cost categories and direct and indirect costs.	All recipients	4/12/2018	2:00 - 3:30 pm (ET)
PMS Training for Recipients	Understanding the use and functionality of the Payment Management System (PMS) in grants management	All recipients	5/10/2018	2:00 - 3:30 pm (ET)
Reporting Requirements	Performance Reports, FFRs, Audits, and FAPIIS.	All recipients	6/7/2018	2:00 - 3:30 pm (ET)
Grantee Financial Management Requirements and Internal Controls	Understanding financial management, internal controls, and other requirements and best practices needed for the management of grant awards. How to avoid being placed on restricted status.	All recipients	7/12/2018	2:00 - 3:30 pm (ET)
Grant Award Changes Requiring Prior Approval: Part I: Carryovers	Understanding the concept of carryover and how carryovers are used.	All recipients	8/9/2018	2:00 - 3:30 pm (ET)
Grant Award Changes Requiring Prior Approval: Part II: Budget Revisions, Changes in Key Personnel, Changes in Scope, and No-Cost Extensions	Understanding and identifying activities that require prior approval and the most common types of prior approval (Budget Revisions, Changes in Key Personnel, Changes in Scope, and No-Cost Extensions	All recipients	9/6/2018	2:00 - 3:30 pm (ET)
Matching Requirements	Matching requirements, including recording, tracking and reporting.	Matching Program recipients	11/8/2018	2:00 - 3:30 pm (ET)
Closeout	Final reports, reconciliation, closeout, and records retention.	All recipients	12/6/2018	2:00 - 3:30 pm (ET)