

AGENDA – This is a SAMPLE Agenda only. Workshops and times are subject to change.

Day 1	12:00 pm – 5:00 pm
Day 2	8:30 am – 5:15 pm
Day 3	8:30 am – 5:30 pm
Day 4	8:30 am – 12:00 pm

D A Y 1	Day 1			
12:00 pm - 1:00 pm	Registration			
1:00 pm - 1:15 pm	Welcome & Conference Overview			
1:15 pm - 2:00 pm	WIRED 101 & ETA Budget Jack Rapport			
2:00 pm - 2:15 pm	BREAK			
2:15 pm - 3:15 pm Workshops	Audit Requirements	Financial Reporting SF269	Cash Management	Budgeting - SF424 Initial & Modification
3:15 pm - 3:30 pm	BREAK			
3:30 pm - 5:00 pm Workshops	Program Basics	Indirect Costs & Applying for an Indirect Cost Rates & Plans	Equipment, Facilities, Capital Improvement & Real Property	Salary and Bonus Limitations

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Day 3	8:30 am – 5:30 pm
Day 4	8:30 am – 12:00 pm

D A Y 2	Day 2			
8:30 am - 9:30 am	Uniform Administrative Requirements & Financial Management Standards			
9:30 am - 10:30 am	Cost Principles & Items of Cost			
10:30 am - 10:45 am	BREAK			
10:45 am - 11:45 am Workshops	Intellectual Property, Leveraged Resources & Match	Discrimination & Complaint Systems	Cash Management [®]	Cost Classification, Program Income & Admin Costs
11:45 am - 1:15 pm	LUNCH (on your own)			
1:15 pm - 2:45 pm Workshops	Procurement & Contracting (A)	Monitoring	Cost Allocation, Cost Pooling & Time Distribution	WIA Financial Reporting
2:45 pm - 3:00 pm	BREAK			
3:00 pm - 4:30 pm Workshops	Procurement & Contracting (B) (continuation)	Monitoring [®]	Not Just for Geeks	Indirect Costs & Applying for an Indirect Cost Rates & Plans [®]
4:30 pm - 4:45 pm	BREAK			
4:45 pm - 5:15 pm	Questions & Answers Session			

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Day 4	8:30 am – 12:00 pm

D	A	Y	Day 3			
8:30 am - 9:30 am	Disaster Planning & Recovery					
9:30 am - 9:45 am	BREAK					
9:45 am - 10:45 am Workshops	Discrimination & Complaint Systems®	Audit Requirements®	Grants.gov	Financial Reporting SF269®		
10:45 am - 11:00 am	BREAK					
11:00 am - 12:00 pm Workshops	Incident Reporting & Fraud	Cost Classification, Program Income & Admin. Costs®	Intellectual Property, Leveraged Resources & Match®	UI Administrative Financing		
12:00 pm - 1:30 pm	LUNCH (on your own)					
1:30 pm - 3:00 pm Workshops	Procurement & Contracting (A)®	MOU & Resource Sharing Agreements	Budgeting Use & Analysis/Tracking	Program Basics®		
3:00 pm - 3:15 pm	BREAK					
3:15 pm - 4:45 pm Workshops	Procurement & Contracting (B) (continuation)®	MOU & Resource Sharing Agreements®	Equipment, Facilities, Capital Improvement & Real Property®	Cost Allocation, Cost Pooling & Time Distribution®		
4:45 pm - 5:00 pm	BREAK					
5:00 pm - 5:30 pm	Questions & Answers Session					

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Day 4	8:30 am – 12:00 pm

SESSION SUMMARIES

D A Y 4	Day 4		
8:30 am - 10:00 am Workshops	WIA Financial Reporting®	Salary & Bonus Limitations®	Budgeting Use & Analysis/ Tracking®
10:00 - 10:15 am	BREAK		
10:15 am - 11:15 am Workshops	Incident Reporting & Fraud®	Budgeting - SF424 Initial & Modification®	Grants.gov®
11:15 am - 12:00 pm	Questions & Answers Session Closing Remarks		

22 Workshops:
12 - 90 minute sessions
10 - 60 minute sessions

® Repeat
20 Workshops offered twice

