

## How to Manage Your Grant Workshop

**What:** Webinar

**When:** Tuesday, October 21, 2014

Time: 11:00am-12:00pm

**Where:** Webinar/Room 404, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399

### **DETAILS**

Grants Management Webinar, intended to assist 2015 Small Matching and Special Category grant recipients in understanding how to successfully manage their grants.

### **HOW TO PARTICIPATE**

In advance: Register online [here](#)

At time of event: Join webinar [here](#), by entering the following 9-digit access code and your email address. Webinar ID: 148-737-995

Participants can use their telephone to listen and speak during the webinar.

United States

Toll-free: 1.866.952.8437

Toll: 702.489.0013

Access Code: 435-770-670

Audio PIN: Shown after joining the webinar

### **AGENDA**

1. Introduction
2. Progress Report and Expenditure Log
3. Requesting Payment
4. Non-Compliance Policy
5. Procurement Requirements
6. Contracts
7. Close Out