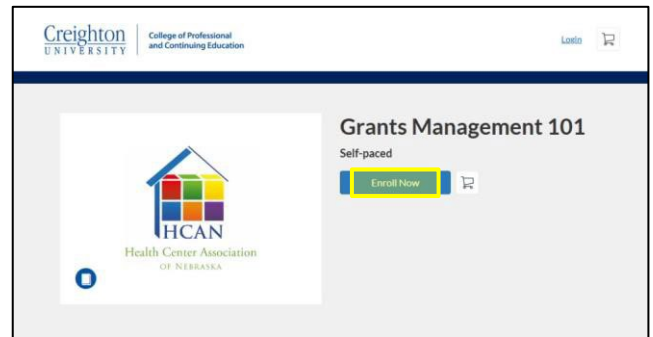




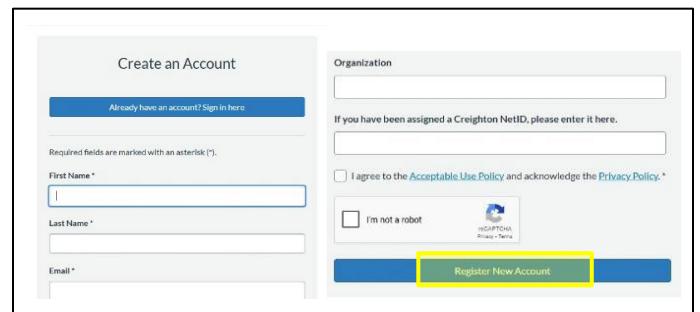
How to Enroll in the HCAN Grants Management 101 Course

1. Visit

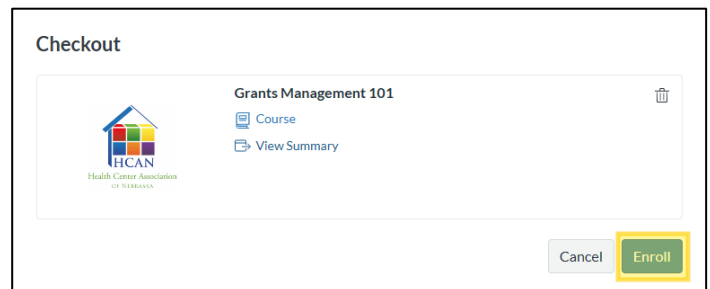
lifelong.creighton.edu/courses/hcan-grants. Click **Enroll Now**.



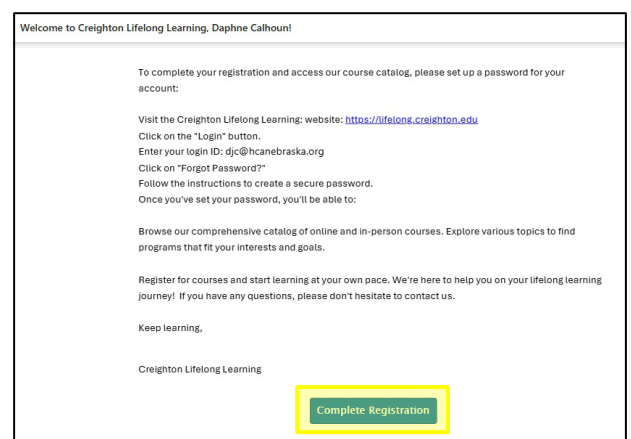
2. Fill out the required fields to create an account. **Leave the Creighton NetID field blank**. Review and acknowledge the Acceptable Use and Privacy Policy. Click **Register New Account**.



3. On the Checkout screen, click **Enroll**.

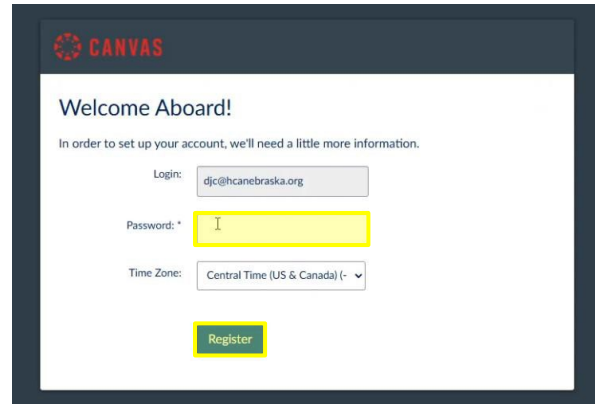


4. You'll get two emails from Creighton's Canvas Catalogue. Go to the email with the subject line "*Welcome to Creighton Lifelong Learning, [your name]!*". Click the **Complete Registration** button in that email. *Note: You can ignore the instructions related to "Forgot Password"—you do not need to follow those steps.*

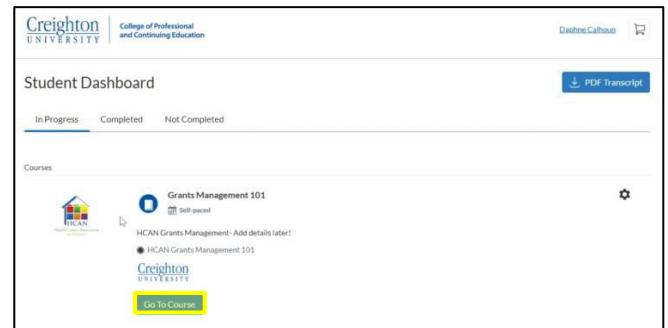




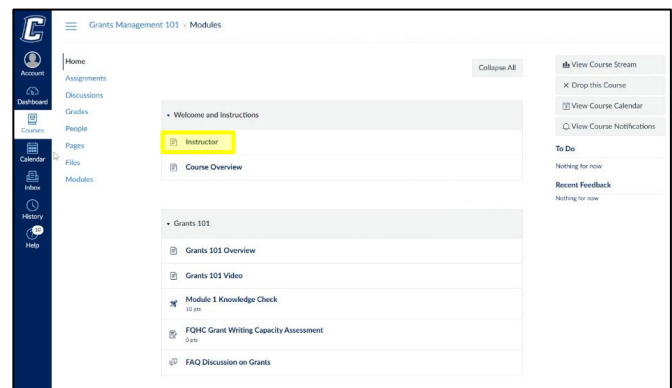
5. A new window will open, prompting you to create a password. Enter a password of your choice, then click **Register**.



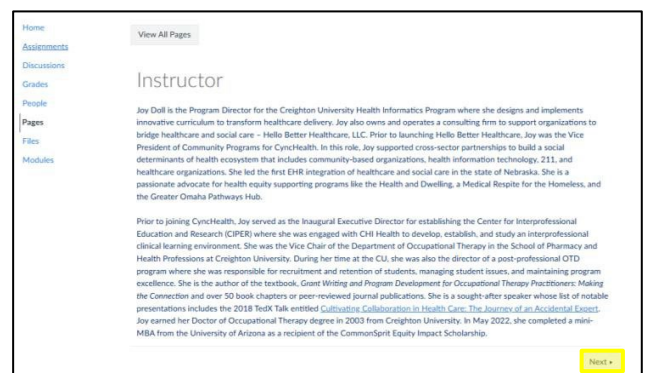
6. You will be directed to your Student Dashboard. Under "In Progress Courses," click **Go to Course** under to **HCAN Grants Management 101**.



7. You'll now be in Canvas, where you can begin the **Grants 101** training. Click the **Instructor** link under the Welcome section to get started.

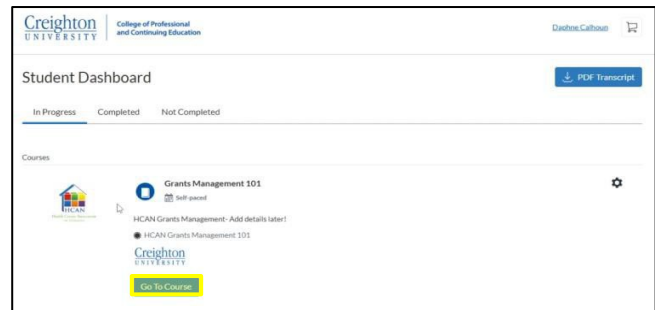


8. Click **Next** to progress through the course content.

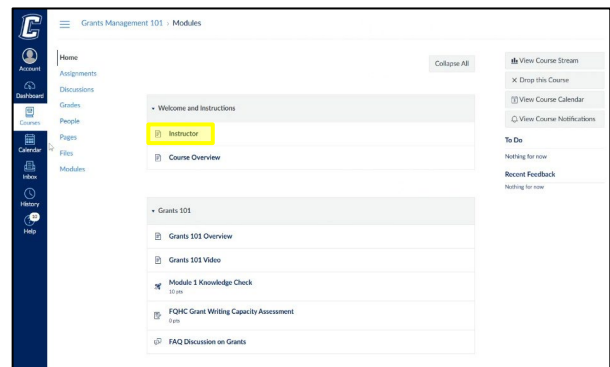




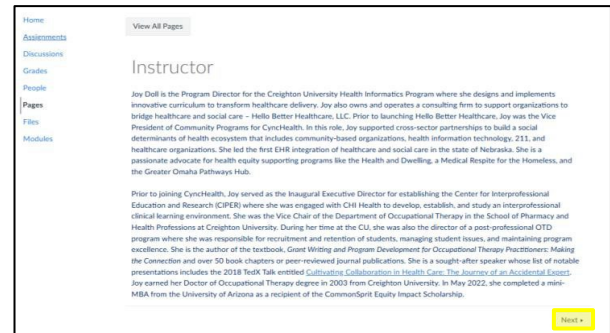
9. You will be directed to your Student Dashboard. Under "In Progress Courses," click **Go to Course** under to **HCAN Grants Management 101**.



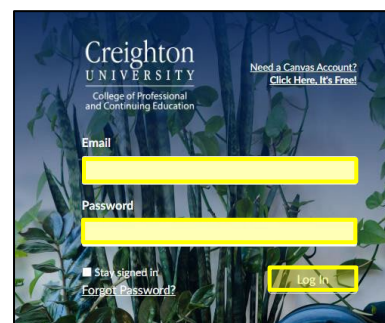
10. You'll now be in Canvas, where you can begin the **Grants 101** training. Click the **Instructor** link under the Welcome section to get started.



11. Click **Next** to progress through the course content.



12. To return to the course in the future, go to <https://creightonlifelonged.instructure.com/login/canvas> and log in using your account credentials.



Need help getting set up? Call the Canvas Support Hotline at (877) 726-2235 or start a chat with Canvas Support ([click here](#)).



Topic: Grants Management 101

Instructional Method: Each on-demand training module will include a 10-15-minute presentation followed by a learning activity and assessment with course evaluation.

Audience: Any health center staff that directly engages with grants management, grants reporting, and/or invoicing.

Summary:

- **Module Title: Grants 101 (Time Commitment ~ 13 Minutes)**
 - This module will give an overview of grants key terms and common components of a grant application.
 - Session Objectives: By the end of this session, participants will be able to:
 - Define key grant terminology,
 - Identify different types of grants available to FQHCs,
 - Explain the essential components of a successful grant application
 - How to assess and evaluate whether a grant is worthwhile (time and effort, staffing, reporting requirements, etc.)

- **Module Title: Government Funding 101 (Time Commitment ~ 15 Minutes)**
 - This module will provide an understanding of federal funding including where to source funds and expectations for grant implementation.
 - Session Objectives: By the end of this session, participants will be able to:
 - Identify key sources of federal funding and the types of grants available to organizations and individuals.
 - Explain the fundamental requirements and expectations for federal grant implementation, including compliance, reporting, and performance monitoring.
 - Assess funding opportunities to determine alignment with organizational goals and capacity for successful grant execution.

- **Module Title: Philanthropic Funding 101 (Time Commitment ~ 12 Minutes)**
 - This module will review best practices in foundation and other philanthropic grant opportunities.
 - Session Objectives: By the end of this session, participants will be able to:
 - Describe the key characteristics of philanthropic funding, including foundation grants, corporate giving, and donor-advised funds.
 - Identify best practices for researching, applying for, and securing philanthropic grants that align with organizational missions and priorities.
 - Explain strategies for building and maintaining strong relationships with funders to enhance long-term funding sustainability.



- **Module Title: Grant Collaboration (Time Commitment ~ 11 Minutes)**
 - This module will share the requirements and best practices around cross-sector grant proposal implementation.
 - Session Objectives: By the end of this session, participants will be able to:
 - Identify the key components and requirements of cross-sector grant collaborations, including roles, responsibilities, and compliance considerations.
 - Describe best practices for developing and managing partnerships across sectors to enhance grant proposal success and implementation.
 - Evaluate strategies for aligning goals, resources, and reporting structures among collaborating organizations to ensure effective grant execution and sustainability.

- **Module Title: You've Got the Grant, Now What? (Time Commitment ~ 11 Minutes)**
 - This module will share examples and exemplars of grant implementation including subcontracting and reporting requirements.
 - Session Objectives: By the end of this session, participants will be able to:
 - Explain the key steps in grant implementation, including budget management, subcontracting, and compliance with funding requirements.
 - Identify reporting expectations and best practices for tracking progress, financial accountability, and performance metrics.
 - Analyze real-world examples of successful grant implementation to apply lessons learned in managing grant-funded projects effectively.

- **Module Title: HCAN Invoicing and Reimbursement Requirements (Time Commitment ~ 14 Minutes)**
 - This module will share the process for invoicing and reimbursement related to grants with HCAN.
 - Session Objectives: By the end of this session, participants will be able to:
 - Describe HCAN's standardized invoicing process
 - Understand best practices related to invoicing, the submission of supporting documentation, requesting funds, and contractual payment terms
 - Educate health center staff new to the HCAN invoicing process