

## Getting Started with the Federal Grants Management Training Program

Read through the following checklist before starting on the training modules. These items will enhance your progress through the overall program and through each module.

- 1. Use either Microsoft Internet Explorer or Mozilla Firefox as your Web browser. The modules that comprise the training program have been tested using Microsoft Internet Explorer 8 and Firefox 9.0.1. Other Web browsers may give you unexpected results.
- 2. The modules are listed on the ORS Web site at the following link: <https://offices.depaul.edu/ors> . Click on Training, and then on Grants Management (Federal). Right-click on each module link, and select Open Link in New Tab.
- 3. Start the Federal Grants Management Training Program with the modules grouped under the “Roles and Responsibilities” heading. Next, visit any of the mid-level groups of modules. View “Closing out the Grant Award” last.
- 4. The modules can best be viewed on a monitor with a screen resolution of 1024x768 pixels. If your monitor is set at a screen resolution of 640x480 or 800x600, parts of the training module, including buttons that advance the tutorial, may not be displayed without scrolling. For additional information about your monitor’s screen resolution, contact the Technology Support Center at 312.362.8765, or <http://is.depaul.edu>
- 5. The modules do not have audio, so speakers are not necessary.
- 6. The modules are 5- to 10-minutes in length, and each of the 14 individual modules is designed to be viewed at a single sitting. If you exit a module and return later, you will not be redirected to where you last stopped.
- 7. Although a single module is designed to be viewed sequentially, start-to-finish, each module has both a playbar and a table of contents so you can move quickly and flexibly throughout the lesson and so you can access information for later reference. The playbar is located directly beneath the module. To access the table of contents, click on the double arrow at the top left corner of the module.
- 8. At the end of each module, you will be asked to register your completion of it by entering your name and employee ID. Please be sure to complete this step so we can record your progress. After entering your name and ID, you will be invited to provide an anonymous evaluation of the module. This evaluation, if you decide to complete it, will be stored separate from your identifying information.
- 9. For questions and comments about the modules, contact the Office of Research Services at [ORSgrants@depaul.edu](mailto:ORSgrants@depaul.edu)