GME Training Team
Course Catalog
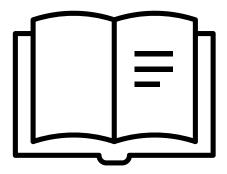
Table of Contents

Competitive Funding Applications

Audience: Internal ADE Users

Version(s):   Webinar

Description: This course is designed for ADE staff responsible for overseeing competitive funding applications. Participants will create timelines of workflow steps to set up the funding application in GME. Best practices regarding the competitive process will be shared to ensure compliance with Federal regulations.

Offered: Quarter 3 (Jan-Mar)

Completion Reports

Audience: External Partners

Version(s):   Webinar; Lunch & Learn

Description: This course is designed for LEA Business Managers and other staff responsible for closing out funding applications. Participants will review the completion report process within the GME system including completing all required sections, submitting documentation, and how to prepare for success. Best practices will be shared including time management strategies for organizations with multiple active funding applications each year.

Offered: Quarter 1 (Jul-Sept); Quarter 2 (Oct-Dec); Quarter 4 (Apr-Jun)

Entitlement Funding Applications

Audience: Internal ADE Users

Version(s):   Webinar

Description: This course is designed for ADE staff responsible for overseeing entitlement funding applications. Participants will create timelines of workflow steps to set up the funding application in GME. Best practices regarding the entitlement funding will be shared to ensure compliance with Federal regulations.

Offered: Quarter 3 (Jan-Mar)

Fiscal Monitoring

Audience: External Partners

Version(s):   Webinar

Description: This course is designed for participants to review the Fiscal Monitoring process conducted by the Grants Management team. Topics covered include an overview of the process, requirements for successful completion and best practices to prepare for a monitoring.

Offered: Quarter 1 (Jul-Sept); Quarter 2 (Oct-Dec)

Fiscal Monthly Reports

Audience: Internal ADE Users; External Partners

Version(s):   Webinar

Description: This course is designed for participants to review the Fiscal Monthly Reports prepared by the Grants Management team. It will cover how to access the reports, how to read/review the reports and who might benefit from this information. Participants will walk away knowing how to leverage these reports to improve the fiscal health of their organization. Internal ADE staff who participate will gain knowledge about the report and how they use it to support the organization's grant funding programs.

Offered: Throughout the Year

Funding Application Basics

Audience: Internal ADE Users

Version(s):   Webinar

Description: This course is designed for ADE Program Specialists to assist them with navigating the funding application templates in GME. Participants will learn about the different types of funding applications, searching for funding applications and organizations, navigating via the application menu, and completing common tasks like posting history log comments.

Offered: Quarter 3 (Jan-Mar); Quarter 4 (Apr-Jun)

Funding Application Advanced

Audience: Internal ADE Users

Version(s):   Webinar

Description: This course is designed for ADE Program Specialists and their Directors to assist them with navigating the funding application templates in GME. Participants will take a deep dive into the capabilities of the GME system including running reports, advanced search techniques, supervising staff performance and other best practices for Program Managers. It is recommended participants complete the Funding Application Basics course or have at least 1 year experience prior to taking this course.

Offered: Quarter 3 (Jan-Mar); Quarter 4 (Apr-Jun)

GME Bootcamp for New Users

Audience: Internal ADE Users; External Partners

Version(s):   2-day Webinar

Description: This is course is designed for new users in the GME system. It will provide attendees with a high-level overview of the entire GME system, and assist in getting you familiar with the processes that occur within it. Topics include navigating the system, funding application basics, user role functions, reimbursement request process, closing out applications via completion report, and post application monitoring. This is a 2-day course. Internal and External focused versions of this course are offered.

Offered: Course is offered once per quarter.

GME Navigation Basics

Audience: Internal ADE Users; External Partners

Version(s):   Webinar

Description: This course is designed to provide a high-level overview of the GME system. Participants will learn about navigating via the main menu, an introduction to the items in GME such as funding applications, reimbursement requests, supplements, and the GM resource library.

Offered: Throughout the Year

GME Navigation Advanced

Audience: Internal ADE Users

Version(s):   Webinar

Description: This course is designed to provide a deeper understanding of the GME system. Participants will be exposed to multiple pathways to acquire information from the system. Advanced search techniques will be demonstrated. An in-depth review of the Reports offered by GME will assist participants in leveraging the full power of the system to assist them in managing their program areas. Course is designed for internal staff holding the Associate Superintendent, Deputy Associate Superintendent, and/or Director positions. Completion of the *GME Navigation Basics* course is highly recommended prior to attending this course.

Offered: Quarter 3 (Jan-Mar); Quarter 4 (Apr-Jun)

GSA and Self-Assessment

Audience: External Partners

Version(s):   Webinar

Description: This course is designed to assist organizations with completing the Self-Assessment and General Statement of Assurance supplements required each year. Participants who register should ensure they have the LEA Business Manager or GSA Update role within GME. **** ADE is not affiliated with SAM.gov and will provide limited information on that system. Visit SAM.gov for information/resources/training.****

Offered: Quarter 2 (Oct-Dec); Quarter 3 (Jan-Mar); Quarter 4 (Apr-Jun)

Holds

Audience: Internal ADE Users; External Partners

Version(s):   Webinar

Description: This course is designed to assist organizations with understanding the types of Holds placed by ADE within the GME system. This course covers the entire hold process from both ADE's perspective as well as how that impacts external partners. Participants will review why holds are placed, how to avoid common holds, and how to work with ADE to remove a hold if one is placed.

Offered: Throughout the Year

Indirect Costs

Audience: External Partners

Version(s):   Webinar

Description: This course is designed to assist organizations with requesting an indirect cost rate for the given fiscal year. Topics include updates made for FY25 and forward, how organizations input their financial statements into the data sheet, and an explanation of the restricted and unrestricted rate calculations. This course is intended for organization's CFO or business managers.

Offered: Quarter 3 (Jan-Mar); Quarter 4 (Apr-Jun)

Kicking Off the Fiscal Year

Audience: External Partners

Version(s):   In-person/Conferences

Description: This course is designed to be conducted in partnership with program area teams from ADE. The course covers processes and actions that organizations should do to ensure a successful fiscal year. Topics covered include pre-year supplements (Self-assessment; GSA; etc.) as well as basic review of funding applications to get organizations started.

Offered: On-demand by Program Area; ADE sponsored conferences

Reimbursement Requests

Audience: External Partners

Version(s):   Webinar; Lunch & Learn

Description: This course is designed to assist organizations with understanding the reimbursement request process. Topics include accessing the reimbursement request supplement within the GME system, the user roles required to do so as well as a step-by-step discussion to complete the submission.

Offered: Throughout the Year

Scope of Support During Grant's Life Cycle

Audience: Internal ADE Users; External Partners

Version(s):   Webinar

Description: This course is designed to connect GME users with the various supports ADE offers throughout the lifecycle of a grant's funding application. The course will differentiate the processes that are supported by the Grants Management team compared to individual Program Areas managing the funding application. It will also walk participants through the Grants Management Resource Library so they can navigate and find their own supporting documents, guides, templates, etc. Course is customized for Internal and External users, generally indicated in the title.

Offered: Throughout the Year

Single Audit

Audience: External Partners

Version(s): Webinar

Description: This course is designed to assist organizations in completing the yearly Single Audit Qualifying Questionnaire as well as possible follow up processes. Topics addressed will include navigating the Single Audit monitoring instrument, how to complete and submit to ADE, user role requirements, and deadlines associated with this process.

Offered: Quarter 2 (Oct-Dec)

Time & Effort Reporting

Audience: External Partners

Version(s): Webinar

Description: This course is designed to help organizations applying for Federal funds to manage and document the time & effort of their funded staff. This is one of most common policies to be monitored, and often produces findings for organizations who are not prepared. Topics include compliance requirements, different types of time & effort documentation, and best practices. ADE CAN NOT provide attendees with time & effort templates, but will cover what makes a template effective, empowering organizations to find/create their own.

Offered: Quarter 2 (Oct-Dec); Quarter 3 (Jan-Mar)

User Roles

Audience: Internal ADE Users; External Partners

Version(s): Webinar; Lunch & Learn

Description: This course is designed to provide an overview of the User Role system set up in GME. Topics include high utility roles that are essential for all organizations, add/remove/modify roles, and best practices for LEA policies around user access. This course has both an in-depth walkthrough as well as a shorter overview version. ****Course generally requires being assigned the LEA User Access Administrator role in GME prior to participating****

Offered: Throughout the Year