GETTING STARTED BOOKLET

FOR SMP, SHIP, AND MIPPA PROGRAM DIRECTORS

Revised April 2026

Managing Your Grant: Programmatic Aspects and Interactive Case Studies

Katie Glendening, Chiquita O'Cain, and James Terrell

Agenda

→ **1:15 p.m. – 2:30 p.m.**

- 1:15 - 1:30 Booklet Overview and Session Intro (15 mins)
- 1:30-1:55 Small group work on scenarios (25 mins)
- 1:55-2:30 small group reports on scenarios and learnings (35 mins)
  - 8 tables @ 4 minutes each to share learnings

Getting Started Booklet

- Connect with People
- Connect with Systems
- Read Grant Documents
- Meet Deadlines
- Review Performance Data

Group Scenarios

1. Pam Roatch – BEC & grant funds remaining
2. Tommy Ballard –SHIP PM
3. Michelle Grochocinski and Keely Lee – MIPPA PM
4. Shawn Smith – COI & SMP listserv guidance
5. Tiffany Erhard – Budgeting allowable costs
6. Tim Smolen – PPR report
7. Maria Alvarez – Scheduling & Bene survey
8. Barbara Jackson – UID & SMP PMs

Report Out