

Fundamentals of Grants Management

COURSE REGISTRATION

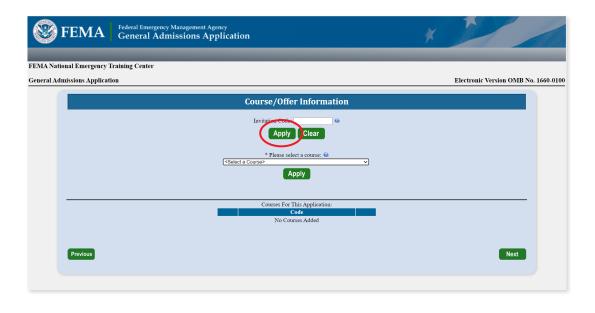


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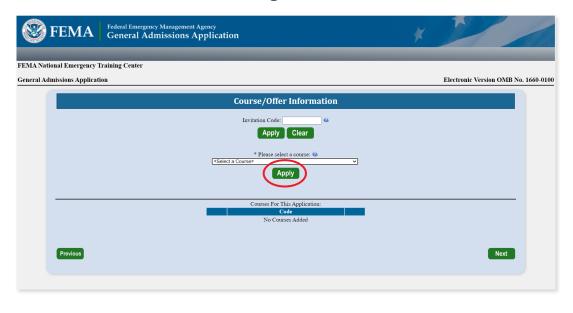
- Register for the Fundamentals of Grants Management course through EMI's online admission system.
- Registration will require a FEMA Student ID (SID).
 - » If you already have a SID, you can locate it here.
 - » If you do not have a SID yet, you can obtain one here.

- If your organization was given a specific Invitation Code, enter it here before selecting your course.
- Type in the Invitation Code provided to you, then click Apply.
 - » If you do not click Apply after entering the Invitation Code, your course will not appear.
- If you were not given a specific Invitation Code, move on to the next step.

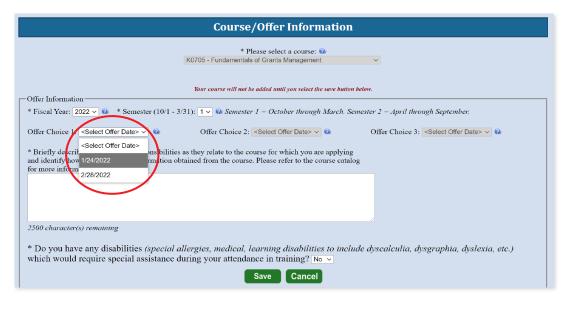




- Select the course you would like to register for from the dropdown menu, then click Apply.
 - » K0705 Fundamentals of Grants Management
 - » E0705 Fundamentals of Grants Management
 - » L0705 Fundamentals of Grants Management

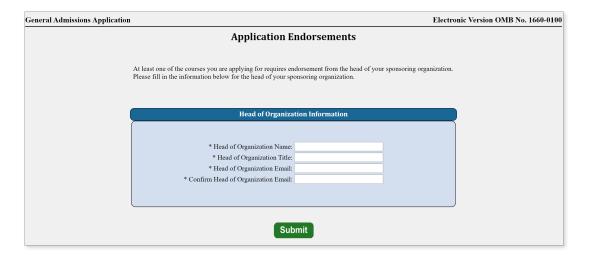


- When you reach the Course Offer Screen, under Offer Choice 1, select the start date for the course you would like to attend.
- You will be asked to provide organizational information, demographic information, and any relevant attachments.



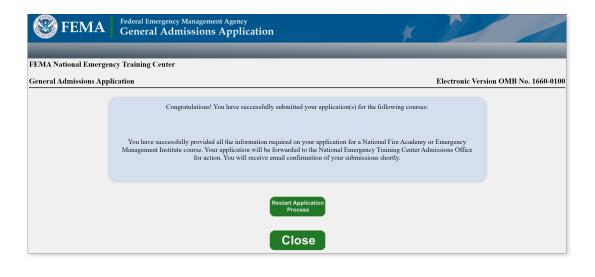


Before submitting your application, you will be asked to provide the name, title, and email address of your Head of Organization or Supervisor—this is usually your supervisor or state training officer.



- It is recommended you send an email to the individual you input as Head of Organization after applying to let them know.
- They will have **14 days** to endorse the application before the application times out and is rejected.

Once you have successfully applied, you should see this screen. You will also receive a confirmation email.







Questions?

Please email FEMA-GPD-Training@fema.dhs.gov if you have any questions, want assistance with registration, or need additional information.

