



Smithsonian Institution Archives

Workshop Files, 1991-2003

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Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Workshop Files
Identifier:	Accession 04-174
Date:	1991-2003
Extent:	2.5 cu. ft. (2 record storage boxes) (1 document box)
Creator::	Smithsonian Institution. Office of Sponsored Projects
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Administrative Information

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Descriptive Entry

This accession consists of records documenting workshops in grant writing, contracting, and financial management. Materials include correspondence and memoranda; workshop agendas; training information; literature; class evaluation forms; and statistics.

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

- Employees -- Training of
- Museum finance
- Research grants

Types of Materials:

- Electronic records
- Floppy disks
- Manuscripts
- Pamphlets

Container Listing

Box 1

Pre-FY 2000

- Box 1 of 3 Fund Managers Seminars, 1991-1994
- Box 1 of 3 Registration Forms, 1999-2000
- Box 1 of 3 Grant Proposal Writing, 9/17/1991
- Box 1 of 3 Proposal Writing Workshop, 1/3/1994
- Box 1 of 3 Proposal Writing Workshop, 2/1994
- Box 1 of 3 Proposal Writing Workshop, 12/1994
- Box 1 of 3 Focus Group, 5/8/1995
- Box 1 of 3 Non-Recoverable Grant/Contract Costs, 2/19/1998
- Box 1 of 3 Grant Funding Resources, 4/21/1998
- Box 1 of 3 Principles of Subcontracting, 11/1/1998
- Box 1 of 3 Grant Funding Resources, 3/10/1999
- Box 1 of 3 Grant Funding Resources, 3/17/1999
- Box 1 of 3 Grant/Contract Workshop, 3/30/1999
- Box 1 of 3 Financial Management of Externally Funded Grants/Contracts, 4/7/1999
- Box 1 of 3 Smithsonian Institution (SI) Grant Proposal Development and Submission, 4/7/1999
- Box 1 of 3 Financial Ethics Seminar, 4/20/1999
- Box 1 of 3 Grant/Contract Budgeting, 4/21/1999
- Box 1 of 3 Financial Compliance and Audit Issues, 4/28/1999

FY 2000

- Box 1 of 3 Preparing a Grant Proposal, 10/6/1999
- Box 1 of 3 Grant Funding Sources, 10/13/1999
- Box 1 of 3 Preparing a Grant Budget, 10/20/1999
- Box 1 of 3 Using NSF Fastlane, 10/27/1999
- Box 1 of 3 How to Submit an SI Grant Proposal, 11/3/1999
- Box 1 of 3 How to Financially Manage Your Grant, 11/10/1999
- Box 1 of 3 Financial Compliance and Audit Issues, 11/17/1999
- Box 1 of 3 Preparing a Grant Budget, 4/5/2000
- Box 1 of 3 Essentials for Submitting an SI Grant Proposal, 4/5/2000
- Box 1 of 3 Proposal Writing (George Washington University - GWU), 4/7/2000
- Box 1 of 3 Finding Funding Sources, 4/12/2000
- Box 1 of 3 Financial Compliance and Audit Issues, 4/19/2000
- Box 1 of 3 Grant Writing, 5/12/2000
- Box 1 of 3 Post Award Focus Group, 5/17/2000
- Box 1 of 3 Grant Writing, 7/10/2000

Box 2

- Box 2 of 3 Smithsonian Affiliations Program, 10/25/2000
- Box 2 of 3 Budgeting Workshop, 11/1/2000
- Box 2 of 3 Preparing Grants Class, 11/1/2000

Box 2 of 3 Finding Funding Sources, 11/8/2000

Box 2 of 3 Submitting an SI Grant Proposal, 11/15/2000

Box 2 of 3 How to Financially Manage Your Grant, 11/15/2000

Box 2 of 3 Grant Writing, 11/30/2000

Box 2 of 3 Funding Resources Workshop, 12/1/2000

Box 2 of 3 Financial Compliance and Audit Issues, 12/6/2000

Box 2 of 3 Grant Writing, 3/30/2001

Box 2 of 3 Grant Writing, 4/26/2001

Box 2 of 3 Fund Managers Focus Group, 5/16/2001

Box 2 of 3 How to Submit an SI Grant Proposal, 5/17/2001

Box 2 of 3 Finding Funding Sources, 6/15/2001

Box 2 of 3 Grant Writing (Interns), 6/22/2001

FY 2002

Box 2 of 3 Financial Management of Externally Funded Grants/Contracts, 9/12/2001

Box 2 of 3 Collaborating with SI Affiliates on Grant Proposals, 9/25/2001

Box 2 of 3 Collaborating with SI Affiliates on Grant Proposals, 10/2/2001

Box 2 of 3 Grant Writing, 11/15/2001

Box 2 of 3 Cost Sharing Principles, 11/29/2001

Box 2 of 3 Grant Writing, 3/7/2002

Box 2 of 3 Preparing a Grant Budget, 3/21/2002

Box 2 of 3 GWU Grant Writing, 4/5/2002

Box 2 of 3 How to Submit an SI Grant Proposal, 4/11/2002

Box 2 of 3 Fund Manager Focus Group, 5/9/2002

Box 2 of 3 Financial Compliance and Audit, 5/23/2002

Box 2 of 3 Financial Compliance and Audit Issues, 6/20/2002

Box 2 of 3 Grant Writing (SI Interns), 7/26/2002

FY 2003

Box 2 of 3 Cost Sharing Principles, 11/12/2002

Box 2 of 3 Preparing a Grant Budget, 11/13/2002

Box 2 of 3 How to Submit an SI Grant Proposal, 11/20/2002

Box 2 of 3 Submitting a Proposal, 11/20/2002

Box 2 of 3 Finding Funding Sources, 12/4/2002

Box 2 of 3 Grant Writing (GWU), 4/4/2003

Box 2 of 3 Preparing a Grant Budget, 4/30/2003

Box 2 of 3 Submitting an SI Grant Proposal for External Funding, 5/7/2003

Box 3

Box 3 of 3 Cost Sharing Principles, 5/14/2003

Box 3 of 3 Financial Compliance and Audit, 5/22/2003

Box 3 of 3 Financial Compliance and Audit Issues, 5/23/2003

Box 3 of 3 Grant Writing, 6/4/2003