



# Fundamentals of Grants Management

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COURSE REGISTRATION



FEMA

# Fundamentals of Grants Management

## COURSE REGISTRATION

1

- 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](#).

2

- 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.

The screenshot displays the FEMA General Admissions Application web form. At the top, the FEMA logo and 'Federal Emergency Management Agency General Admissions Application' are visible. Below this, the text 'FEMA National Emergency Training Center' and 'General Admissions Application' is shown on the left, and 'Electronic Version OMB No. 1660-0100' is on the right. The main section is titled 'Course/Offer Information'. It features an 'Invitation Code' input field with a blue eye icon to its right. Below the input field are two green buttons: 'Apply' (circled in red) and 'Clear'. Underneath is a dropdown menu with the text '\* Please select a course:' and '<Select a Course>'. Below the dropdown is a green 'Apply' button. At the bottom of the form, there is a section titled 'Courses For This Application:' with a table header 'Code' and a single row containing 'No Courses Added'. At the very bottom of the form are two green buttons: 'Previous' on the left and 'Next' on the right.

# 3

- 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

The screenshot shows the FEMA General Admissions Application interface. At the top, it displays the FEMA logo and the text 'Federal Emergency Management Agency General Admissions Application'. Below this, it identifies the user as 'FEMA National Emergency Training Center' and the application as 'General Admissions Application', with the OMB No. 1660-0100. The main section is titled 'Course/Offer Information'. It features an 'Invitation Code' field with 'Apply' and 'Clear' buttons. A dropdown menu is set to '<Select a Course>', with an 'Apply' button highlighted by a red circle. Below the dropdown, a table titled 'Courses For This Application:' shows 'Code' and 'No Courses Added'. At the bottom, there are 'Previous' and 'Next' navigation buttons.

# 4

- 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**.

This screenshot shows the 'Course/Offer Information' screen with the course 'K0705 - Fundamentals of Grants Management' selected. A message states: 'Your course will not be added until you select the save button below.' The 'Offer Information' section includes a 'Fiscal Year' dropdown set to '2022' and a 'Semester' dropdown set to '1'. Below this, three 'Offer Choice' dropdown menus are visible, with the first one set to '<Select Offer Date>'. A red circle highlights the first dropdown menu. A text area below the dropdowns is partially filled with the date '1/24/2022'. At the bottom, there is a question: '\* Do you have any disabilities (special allergies, medical, learning disabilities to include dyscalculia, dysgraphia, dyslexia, etc.) which would require special assistance during your attendance in training?' with a 'No' selection. 'Save' and 'Cancel' buttons are at the very bottom.

# 5

- 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.

General Admissions Application Electronic Version OMB No. 1660-0100

### Application Endorsements

At least one of the courses you are applying for requires endorsement from the head of your sponsoring organization. Please fill in the information below for the head of your sponsoring organization.

#### Head of Organization Information

\* Head of Organization Name:

\* Head of Organization Title:

\* Head of Organization Email:

\* Confirm Head of Organization Email:

[Submit](#)

- 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.

# 6

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

FEMA | Federal Emergency Management Agency  
General Admissions Application

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FEMA National Emergency Training Center Electronic Version OMB No. 1660-0100

Congratulations! You have successfully submitted your application(s) for the following courses:

You have successfully provided all the information required on your application for a National Fire Academy or Emergency Management Institute course. Your application will be forwarded to the National Emergency Training Center Admissions Office for action. You will receive email confirmation of your submissions shortly.

[Restart Application Process](#)

[Close](#)



## Questions?

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