

Registration Form

Date of Attendance: Please check *one* of the dates below.

February 16, 2012 St. Croix

February 17, 2012 St. Thomas

Ms. Mrs. Mr. Dr. Rev.

Name _____

Title _____

Organization _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

Email _____

What is your most significant area of concern with respect to grant management?

These **Virgin Islands** Technical Assistance Workshops are FREE. Participants are expected to take this information to their communities.

Pre-registration is mandatory in order for you to attend these Workshops. Please register by February 10, 2012!

Fax this form to (340) 693-1148, (843) 792-1375, or mail it to:

Tessa Liburd
Administrative Assistant
School of Nursing
Caribbean Exploratory Research Center
University of the Virgin Islands
#2 John Brewer's Bay
St. Thomas, US Virgin Islands 00802

Latecia M. Abraham, MHA
Program Coordinator
MUSC - PICO
Library Science & Informatics
171 Ashley Avenue, Suite 305
MSC 403
Charleston, SC 29425

Indicate any special needs (i.e., dietary, handicapped access):

University of the Virgin Islands
Caribbean Exploratory Research Center
#2 John Brewer's Bay
St. Thomas, VI 00802

Community Leaders Institutes

Technical Assistance Workshops

Building and Sustaining Healthy Communities

February 16, 2012
University of the Virgin Islands
Albert A. Sheen -St. Croix Campus
Bldg. NWW 102, RRI 10,000
Kingshill, US Virgin Islands 00850

February 17, 2012
University of the Virgin Islands
St. Thomas Campus, Bldg. ACC 142-1B
#2 John Brewer's Bay
St. Thomas, US Virgin Islands 00802



Overview

On February 16, 2012 in St. Croix, USVI, and on February 17, 2012 in St. Thomas, USVI, the Medical University of South Carolina (MUSC), the Caribbean Exploratory NIMHD Research Center and the University of the Virgin Islands (UVI) are sponsoring two one-day Technical Assistance Workshops to provide individuals and groups with the grant management and communication skills necessary to have successful community projects. In addition, the session will focus on climate change and public health issues relating to Grant#: 3P20MD002286-05S1 entitled: Implementation of On-the-Ground Mobilization Campaigns in Climate-Health.

The program emphasizes essential “how-to” skills needed to manage grants and projects. In this session, experts will discuss the program/financial management framework after a grant is approved for funding.

Technical Assistance Workshops

Progress requires informed and active leaders. The purpose of these Technical Assistance Workshops is to reinforce this principle and to emphasize the unique relationship between environmental protection, human health, environmental justice and economic development as an essential part of community development.

For More Information Contact:

Dr. LaVerne E. Ragster

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University of the Virgin Islands
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Dr. David E. Rivers

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Sponsored by:

Medical University of South Carolina, Caribbean Exploratory NIMHD Research Center funded by the National Institutes on Minority Health and Health Disparities and the University of the Virgin Islands.

Agenda

Thursday, February 16, 2012 (UVI, St. Croix, USVI)

8:30 am Registration & Continental Breakfast
UVI, Albert A. Sheen-St. Croix Campus, Bldg. NWW 102

9 am Opening & Welcoming Remarks
UVI, Albert A. Sheen-St. Croix Campus, Bldg. NWW 102
Dr. LaVerne E. Ragster, Professor of Marine Biology, Eastern Caribbean Center, University of the Virgin Islands, St. Thomas, USVI
Dr. David E. Rivers, Assistant Professor and Director, Public Information and Community Outreach (PICO), Department of Library Science and Informatics, MUSC, Charleston, SC
Dr. Sabra C. Slaughter, Chief of Staff, Office of the President, Medical University of South Carolina (MUSC), Charleston, SC

Topic: Effective Project Management and Reporting

Session I. In The Race: Start to Finish: Successfully Managing a Grant Starting Line: Receiving the Award and Project Setup
9:30 am On The Track: Implementing Project Components Part I
UVI, Albert A. Sheen-St. Croix Campus, Bldg. NWW 102
Presenter: Ms. Deborah N. Blacknall, Grants Administrator & Assistant Officer, Office of Sponsored Programs, SCSU, Orangeburg, SC
Presenter: Ms. Gwendolyn F. Mitchell Ulmer, Grants Administrator, Office of Sponsored Programs, SCSU, Orangeburg, SC

Session II. On The Track: Implementing Project Components Part II
10:30 am Finish Line: Closing Out the Project
Presenter: Ms. Deborah N. Blacknall, SCSU, Orangeburg, SC
Presenter: Ms. Gwendolyn F. Mitchell Ulmer, SCSU, Orangeburg, SC

11:20 am BREAK

Session III. Maintaining Your 501(c)3 Status
11:30 am Presenter: Dr. Robert E. Hill, President, Ladner Group, L.L.C., Columbia, SC

12:30 pm LUNCH
UVI, Albert A. Sheen-St. Croix Campus, Bldg. NWW 103

Session IV. What's Happenin'? Strategies for Spreading the Word and Engaging the Community
1:30 pm UVI, Albert A. Sheen-St. Croix Campus, Bldg. NWW 102
Presenter: Ms. Nancy McKeehan, Program Director, Hands on Health-SC, MUSC, Charleston, SC
Presenter: Ms. Monique Hill, Program Manager, Hands on Health-SC, MUSC, Charleston, SC

2:20 pm Evaluation
Presenter: Ms. Latecia M. Abraham, Program Coordinator, PICO, MUSC, Charleston, SC

Agenda

Friday, February 17, 2012 (UVI, St. Thomas, USVI)

5 pm Registration
UVI, St. Thomas Campus, Bldg. ACC 142-1B

5:15 pm Opening & Welcoming Remarks
UVI, St. Thomas Campus, Bldg. ACC 142-1B
Dr. LaVerne E. Ragster, Professor of Marine Biology, Eastern Caribbean Center, University of the Virgin Islands, St. Thomas, USVI
Dr. David E. Rivers, Assistant Professor and Director, Public Information and Community Outreach (PICO), Department of Library Science and Informatics, MUSC, Charleston, SC
Dr. Sabra C. Slaughter, Chief of Staff, Office of the President, Medical University of South Carolina (MUSC), Charleston, SC

Topic: Effective Project Management and Reporting

Session I. In The Race: Start to Finish: Successfully Managing a Grant Starting Line: Receiving the Award and Project Setup
5:30 pm On The Track: Implementing Project Components Part I
UVI, St. Thomas Campus, Bldg. ACC 142-1B
Presenter: Ms. Deborah N. Blacknall, Grants Administrator & Assistant Officer, Office of Sponsored Programs, SCSU, Orangeburg, SC
Presenter: Ms. Gwendolyn F. Mitchell Ulmer, Grants Administrator, Office of Sponsored Programs, SCSU, Orangeburg, SC

Session II. On The Track: Implementing Project Components Part II
6:30 pm Finish Line: Closing Out the Project
Presenter: Ms. Deborah N. Blacknall, SCSU, Orangeburg, SC
Presenter: Ms. Gwendolyn F. Mitchell Ulmer, SCSU, Orangeburg, SC

7 pm BREAK

7:15 pm DINNER
UVI, St. Thomas Campus, Bldg. ACC 142-1B

Session III. Maintaining Your 501(c)3 Status
7:30 pm Presenter: Dr. Robert E. Hill, President, Ladner Group, L.L.C., Columbia, SC

Session IV. What's Happenin'? Strategies for Spreading the Word and Engaging the Community
8:15 pm UVI, St. Thomas Campus, Bldg. ACC 142-1B
Presenter: Ms. Nancy McKeehan, Program Director, Hands on Health-SC, MUSC, Charleston, SC
Presenter: Ms. Monique Hill, Program Manager, Hands on Health-SC, MUSC, Charleston, SC

8:50 pm Evaluation
Presenter: Ms. Latecia M. Abraham, Program Coordinator, PICO, MUSC, Charleston, SC