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
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Indicate any special needs (i.e., dietary, handicapped access):
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:
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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. Sabha 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.
9:30 am In The Race: Start to Finish; Successfully Managing a Grant
Starting Line: Receiving the Award and Project Setup
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.
10:30 am On The Track: Implementing Project Components Part II
Finish Line: Closing Out the Project
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

11:20 am BREAK

Session III.
11:30 am Maintaining Your 501(c)3 Status
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.
1:30 pm What’s Happenin’? Strategies for Spreading the Word and Engaging the Community
UVI, Albert A. Sheen-St. Croix Campus, Bldg. NWW 102
Presenter: Ms. Nancy McKeenan, 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

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. Sabha 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.
5:15 pm In The Race: Start to Finish; Successfully Managing a Grant
Starting Line: Receiving the Award and Project Setup
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.
5:30 pm On The Track: Implementing Project Components Part II
Finish Line: Closing Out the Project
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

7 pm BREAK

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

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

Session IV.
8:15 pm What’s Happenin’? Strategies for Spreading the Word and Engaging the Community
UVI, Albert A. Sheen-St. Croix Campus, Bldg. NWW 102
Presenter: Ms. Nancy McKeenan, 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. Laticia M. Abraham, Program Coordinator, PICO, MUSC, Charleston, SC