WSFR Training

Welcome to the WSFR Training

The purpose of the WSFR Training Program is to provide national training to develop basic and specialized grants management knowledge and skills resulting in the consistent and sensible application of regulations, processes, and decisions in the WSFR grant programs.

WSFR training courses inform and equip state and federal grant management staff members to deal effectively with grant management processes and issues.

The Training Program also maintains the online WSFR Toolkit for grant managers and grantees.

Course Catalog

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The Grants Management Process
Learn all phases of a WSFR grant through traversing the grant management process in a game board format

Fundamentals of Real Property Technical Appraisal Reviews
This course will fully explain all steps of the Technical Appraisal Review process and the roles and responsibilities of a technical review appraiser. (scroll below for course registration instructions in DOI Talent)

Online Virtual Learning Series

WSFR Safety Margins Video Tutorial
This tutorial explains how safety margins in the Wildlife Restoration (WR), Sport Fish Restoration (SFR), and State Wildlife Grants (SWG) financial assistance programs are calculated, as well as provides best management practices for recipients to minimize the potential for reverting funds under these programs.

Completing the Budget Information for Non-Construction Programs (SF-424A)
This tutorial explains how applicants of U.S. Fish & Wildlife Service financial assistance programs should complete the SF-424A when applying for non-construction grants and cooperative agreements. Click here to download a written version of the SF-424A tutorial.
Completing the Federal Financial Report (SF-425)

This tutorial explains how recipients of U.S. Fish & Wildlife Service awards should complete the SF-425 when reporting on the financial status of Federal and matching funds under financial assistance grants and cooperative agreements. Click here to download a written version of the SF-425 tutorial.

Note: When viewing the on-line courses on a PC, it may be necessary to adjust your screen size depending on the web browser you use. For tablet users, it is best to open the URL link on your tablet and create a Bookmark on the Home Screen. Then click on the Home Screen bookmark to open the course.

Scheduled National Training Events

FY 2020:

Basic Grants Management (BGM) May 18 - 21, 2020 at NCTC in Shepherdstown, WV
Advanced Grants Management (AGM) June 8 - 11, 2020 at Sacramento, CA
Basic Grants Management (BGM) September 14-17, 2020 at Lakewood, CO
Lands Regions 1 & 7 - February 4 - 6, 2020 in Portland, OR
Lands Regions 3, 4, 6 - February 19 - 21, 2020 in Atlanta, GA
Lands Region 2 - March 3 - 5, 2020 in Phoenix, Arizona
Lands Region 5 - March 24 - 26, 2020 in Hadley, MA
Lands Region 8 - July 14 - 16, 2020 in Sacramento, CA
Lands HQ - September 29 - October 1, 2020 at NCTC, Shepherdstown, WV

Enroll/Register:

WSFR uses a web-based system called DOI TALENT to register students for the Basic Grants Management, Advanced Grants Management, Lands Grants Management and the online Fundamentals of Real Property Technical Appraisal Reviews courses. Below are two sets of instructions (one for FWS /DOI employees, and one for External/Non-Service employees).

Registration Instructions for FWS and DOI Employees, Contractors and Volunteers
As long as you are logged into your computer using your DOI Access Card and PIN card, you will be automatically signed in and redirected to the DOI Talent homescreen.
Open an Internet Browser window.
Copy and paste this URL into the address bar: https://doitalent.ibc.doi.gov/
You can search for "WSFR" courses by clicking on the "Find Learning" tab, Click on "Courses" and type "WSFR" in the Search by Course Name field (see image below). A list of WSFR courses will appear at the bottom of the page (you may need to scroll down the page to see the courses). Click on the WSFR Advanced Grants Management course to see the upcoming seminar events (classes).

Registration Instructions for External Learners (State partners and non-Service employees)
You must request a DOI Talent account (by completing a "new account request form") to register for the Basic Grants Management, Advanced Grants Management, Lands Grants Management and the online Fundamentals of Real Property Technical Appraisal Reviews courses. Please read these instructions prior to filling out the new account request form (link found below the instructions).
New Account Request Instructions:

There are 3 sections to the form; "Username and Password", "More Details" and "Other Fields"; you MUST complete ALL THREE sections and enter data into EVERY field, except for Role ID and Domain ID (these two fields may be left blank). See specific instructions for several fields below, other fields are self-explanatory.

*Username* field: insert the email address where you wish to receive system notifications. This will become your DOI Talent username. Please ensure that the spelling of your email address is correct in both the username and email address fields.

*Comments* field: indicate the specific COURSE NAME (WSFR Advanced Grants Management) and whether or not you’ve attended training with us before or have been affiliated with DOI in the past.

*Bureau* field: select the BUREAU (Fish and Wildlife Service) that is offering the course you wish to attend.

*Affiliation* field: select the option that most closely matches your situation (State/Local Gov, etc).

Now that you've read the above, use this new account request form.

Failure to provide ALL requested information will result in your request being denied.

All account approvals are performed manually. We review your request to determine which Bureau is sponsoring the training you are requesting and if you already have an account in our system. We endeavor to respond to your account request within 3 working days.

Once your account request is approved, you will receive and email message from "DOI Talent" that contains your Username and link to log in. Please note: Your supervisor or manager in the DOI Talent system will be Marci Phillips (one of our DOI Talent Data supervisors). Do not change your manager/supervisor in the DOI Talent system...keep Marci Phillips as your manager/supervisor.

When you submit a booking request for the course, note that there is no payment for the course. You will be placed on an automatic wait list for the Basic, Advanced and Lands Grant Management classes. You will receive an email from DOI Talent when you are actually enrolled in the course (which should be approximately 8-10 weeks prior to the course at the latest). Those enrolling in the online Fundamentals of Real Property Technical Appraisal Reviews course can begin taking the course immediately after receiving your DOI Talent account approval (no wait list).

Questions:

If you have questions about registration, please contact the DOI Talent Data Steward at NCTC at doitalent@fws.gov or call 304-870-7101.

Contact WSFR Program's Information Management Branch at 304-876-7927 for general questions.

Contact us about your grant management training needs.

The U.S. Fish and Wildlife Service is committed to providing access to courses (events) for all participants. For classes held at NCTC, please direct all requests for sign language interpreting services, close captioning, or other accommodation needs to Julie Schroyer, 304-876-7927, julie_schroyer@fws.gov, TTY 800-877-8339.

WSFR Training Calendar

Contact Information

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