

HUD GRANTEE TRAINING – OMB CIRCULAR A-122 COST PRINCIPLES FOR NON-PROFIT ORGANIZATIONS DECEMBER 16 AND 17, 2002

PRINTING AND NOTEBOOK ASSEMBLY INSTRUCTIONS

Software: PDF Files and Microsoft 2000 - Word, Excel and PowerPoint

I. ASSEMBLY:

1. You will need a 2 or 3 inch Notebook
2. You will need 11 Tabs
3. We have provided a Front and Side Cover Page for your Notebook

II. MONITOR SET-UP

1. Your Monitor Resolution Should be at least – 800X600
2. To adjust your setting - From Windows Start Menu
3. Select Settings
4. Select Control Panel
5. Select Display
 - Select - Desk Top Area Select - 800X 600 Pixels
 - Select - Color Palette Select - High Color (16 bit)
 - Select - Font Size Select - Small Fonts

III. PRINTING: (We recommend that you print in color)

DOCUMENT NAME	TYPE	# OF SLIDES PER PAGE OR PAGES	Document TOTAL NUMBER OF PAGES
Notebook Cover Page	PowerPoint	1	1
Notebook Side Cover Page	PowerPoint	1	1
Agenda	PDF	1	1
OMB CIRCULAR A-122	PDF	1	66
A Guide for Indirect Cost Rate Determination - Cost Principles and Procedures for	PDF	1	151

Non-Profit Organizations Required by OMB Circular A-122			
ATTACHMENT 1 – General Principles	PDF	1	14
ATTACHMENT 2 – Example of an Indirect Cost Rate Agreement	PowerPoint	2	10
ATTACHMENT 3 – 56 Selected Items of Cost	PDF	1	86
ATTACHMENT 4 – True False Exercise	PowerPoint	4	40
ATTACHMENT 5 – Case Study	PowerPoint	2	9
ATTACHMENT 6 – Case Study	Excel	1	1
ATTACHMENT 7 – Frequently Asked Questions	PowerPoint	4	13
ATTACHMENT 8 – Model Cost Policy Statement	PowerPoint	2	21
Training Evaluation Form	Word	1	2

IV. PRINTING TIPS FOR POWERPOINT - For More than 1 slide per page

1. From the PowerPoint Toolbar - Select File – Select Print
2. Select Print Range – “All”
3. Select Print What – “Handout”
4. Select Slides Per Page - See Chart Above
5. Order: Horizontal
6. Select Okay

V. PRINTING TIPS FOR POWERPOINT - 1 Slide per page

1. From the PowerPoint Toolbar - Select File – Select Print
2. Select Print Range – “All”
3. Select Print What – “Slides”
4. Select Okay