COUNTY GRANT PROPOSALS & AWARDS

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DASNR Sponsored Programs
ROUTING PROCEDURES

• Guidelines for the Administration of County Grant Proposals and Awards

• County Routing Questionnaire

http://www.dasnr.okstate.edu/ag-sponsored-programs/county-staff-resources

http://intranet.okstate.edu/Fiscal_Affairs/extfinance.htm
ROUTING PROCEDURES

• Guidelines for the Administration of County Grant Proposals and Awards
  • $500 or less – administered by county staff
  • $501 - $2499 – questionnaire determines if administered by county staff or DASNR Sponsored Programs
  • More than $2500 – must be administered by DASNR Sponsored Programs

• County Routing Questionnaire
  • County Educator completes
  • Approval by County Extension Director
  • Review and signature by District Director
  • Copy to DASNR Sponsored Programs
COUNTY ROUTING QUESTIONNAIRE

County Routing Questionnaire
Grant Proposals and Awards

Proposal: [ ]
Award: [ ]

Project Title: ____________________________
Project Director: ____________________________

County: ____________________________
District: ____________________________

Proposed Beginning and Ending Dates: ____________________________

Source of Funding (Federal, State, Private, Flow Through): ____________________________

Sponsor’s Name: ____________________________
Sponsor Contact Information: ____________________________

Amount:
Requested $ ____________________________
Awarded $ ____________________________

Note: Unless some special circumstance exists, grants of $500 or less can be administered in the County. Grants of $501 - $2499 will be administered according to the approved routing action below. Any grant over $2500 must be routed and administered through DASNR Sponsored Programs.

Describe Location Where Program Activities Will Take Place: ____________________________
COUNTY ROUTING QUESTIONNAIRE

Will This Project Involve Any of the Following:
- The need for additional equipment or facilities not already available.
- Cost share or matching from OSU sources or other sources.
- Corresponding income from other sources (ex. registration fees, etc).
- Hiring of any new personnel (permanent or temporary).
- Contribution of staff time to other party's proposed project.
- Use/Purchase of firearms.
- Use/Purchase of equipment.
- Use/Purchase of animals.
- Human subjects (including surveys).
- Require signature on behalf of OSU.

[Yes/No] [Yes/No]

Are There Any Reporting Expectations From the Sponsor?:
- Financial
- Programmatic
- Billing/Invoicing

[Yes/No] [Yes/No]
COUNTY ROUTING QUESTIONNAIRE

Submitted by: County Extension Educator

Approved by: County Extension Director

District Director Signature: __________________

Approved Routing Action:

☐ To Be Administered Within the County

☐ Route/Admin. through OSU DASNR Sponsored Programs Office

District Director: __________________

Instructions: Complete this form for all proposals and for all receipt of awards >$500. Sign and submit (email is acceptable) with copy of relevant proposal or award document to your District Director at least 10 working days prior to any submission deadline. After DD signature, a copy should be submitted to DASNR Sponsored Programs.

See Guidelines for the Administration of County Grant Proposals and Awards.

updated January 2019
 ROUTING PROCEDURES

• DASNR Sponsored Programs prepares routing package
  • Proposal
    • Final budget
    • Budget justification
    • Scope of work or draft project summary
    • Any other documents that require University signature
  • Award
    • Budget
    • All contract documents
ROUTING PROCEDURES

• Signatures required
  • Project Director
  • District Director
  • OCES Associate Vice President
  • Grants & Contracts Financial Administration
  • Vice President for Research

• 5-6 business days
BUDGET DEVELOPMENT & REVIEW

• Budget template
  • PD enters direct costs
    • Salaries
    • Travel
    • Materials & Supplies
    • Equipment
    • Other
  • Template auto-calculates
    • Fringe benefits
    • Indirect Costs
      • Must be included in every proposal >$5000 unless
        • documentation from agency that indirect costs are not allowed
        • documentation from agency that indirect costs are limited
      • Extension rate
        • 37.9% -- On-campus (OSU owned property)
        • 26.3% -- Off-campus
POST-AWARD SERVICES

- Contract negotiation and review
- Award modifications (Change of PI/no-cost time extension, etc.)
- Monitoring of expenditures for allowability
- Budget review
- Sub-award negotiation and review
- Sub-award monitoring
- Cost share account establishment and review
- Monitoring of Time & Effort certification
- Monitoring and reporting of cost share commitments
- Coordination of the final financial reporting and account close-out
- Data collection and reporting
- Coordination of documentation collection and responses to audits.
- Communication with sponsoring agency
- General post-award guidance
CONTRACT NEGOTIATION & REVIEW

• Legal review and negotiation
• Must be signed by the Vice President for Research. OCES staff, including District Directors, do not have legal authority to sign.
AWARD MODIFICATIONS

• Change in PD
• No Cost Extension
• Major Budget Modifications
NRA FOUNDATION GRANTS

• Michelle German is main contact
• Must have OSU employee (county staff) as Project Director. Volunteers can be involved and lead the program, but an OSU employee must be the legally named Project Director.
• Proposals must be coordinated with Sponsored Programs
• Zoom presentation about proposal process
  November 2019 -- http://www.dasnr.okstate.edu/ag-sponsored-programs/county-staff-resources
• Planned presentations for award and closeout processes
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