

Guidelines for the Administration of DASNR Sponsored Programs

County Proposal Submissions and Receipt of Awards:

Levels of Funding:

Under \$2,500	For proposals, grants, and/or any receipt of awards at this level, the county staff will be required to complete a routing questionnaire and submit that questionnaire along with a copy of the proposal, and again along with the award when it is received, to the District Director for review. Based on the circumstances of the proposal or the award, the District Director, in coordination with the DASNR Sponsored Programs Office, will determine if the proposal/award can be administered at the county level or if it should be administered through the OSU system.
\$2,500 & Over	All proposals, grants, and/or any receipt of awards over \$2,500 must be forwarded to OSU for administration in accordance with University policies and procedures. The county staff will be required to complete a routing questionnaire and submit that questionnaire along with a copy of the proposal, and again along with the award when it is received, to the District Director for review. After approval by the District Director, the county staff will work with the DASNR Sponsored Programs Office to route through the OSU system.

Proposals:

The District Director's approval is required for all proposals or requests for support / funding. County staff should complete the routing questionnaire and submit it along with a copy of the proposal / application to the District Director PRIOR to submitting the request to the potential funder. This request should be submitted to the District Director at least 10 working days prior to any submission deadline if original signature is required, and at least 5 working days if no original signature is required.

The District Director should determine what routing actions are needed for the proposal, sign, and return the questionnaire form to the county staff and with a copy to the DASNR Sponsored Programs Office. If the District Director determines that the proposal can be administered through the County, then the proposal may be submitted to the potential funder, and the county staff will be responsible for keeping and maintaining all records which would be needed for an audit.

If the District Director determines that the proposal should be administered through OSU, then the county staff should forward the questionnaire and proposal to the DASNR Sponsored Programs Office who will route the proposal through the University for the appropriate approvals there. Once the OSU approvals are obtained, a completed OSU routing form will be transmitted to the county staff. At that time, the proposal may be submitted to the potential funder.

Oftentimes, an external entity, such as a local school district, may contact Extension Educators asking for staff participation and/or contribution of time to a grant proposal that they are preparing to submit to a potential funding agency, such as the U.S. Dept. of Education or the Oklahoma Dept. of Education. Even though the external entity is submitting the proposal, participation by county staff may often need to be treated as a “sub-proposal”. Usually, these arrangements should be formalized through a letter of commitment that describes the county’s participation in the overall project, as well as a budget for any costs that may be incurred during your participation, including staff time. These “sub-relationships” should be handled in the same manner as a direct proposal and submitted to the District Director for their review and approval.

Award Receipts:

Acceptance of the award of any funding will follow substantially the same procedures as the submission of proposals. When a notice of award of funding is received (may be in the form of a formal document, a letter, or sometimes just a check), the county staff should complete the routing questionnaire and submit the questionnaire along with a copy of the award document to the District Director.

The District Director should determine what routing actions are needed for the award, sign, and return the questionnaire form to the county staff with a copy to the DASNR Sponsored Programs Office. If the District Director determines that the receipt of funds can be administered through the County, then the county staff should contact the DASNR Extension Finance Office to determine the appropriate steps for the financial administration of the funds as outlined below.

If the District Director determines that the receipt of funds should be administered through OSU, then the county staff should forward the questionnaire and the award document to the DASNR Sponsored Programs Office who will route the award through the University for the appropriate approvals there. Once the OSU approvals are obtained, a completed OSU routing form will be transmitted to the county staff. The funds will then be administered in accordance with OSU policies and procedures as outlined below.

Again, these same procedures should be followed for the receipt of any “sub-awards” from external entities, such as local school districts, who received a prime award from a funding agency, and now need to transmit a certain amount of funding to the County Extension Educator. Usually, this is accomplished through the execution of a “sub-award agreement” between the prime grant recipient and OSU. DASNR Sponsored Programs office can provide this agreement and work with your external funding entity to get the agreement in place.

Financial Administration:

The award of any funding that is retained and administered within the County should be established in a separate Quicken category or sub category. Such an account will be limited to receiving and disbursing funds derived only from the award and will follow the procedures that apply to the receipt and disbursement of funds in an agency account.

For funding that is administered through OSU, a separate OSU grant/contract account will be established for the receipt and expenditure of the associated funds. Grant/contract funds may have certain restrictions and these will be communicated to you from the Sponsored Programs office, or county staff may contact the DASNR Sponsored Programs office as needed when

questions arise. Expense transactions should be processed through the normal procedures through DASNR Extension Finance Office, except that you must note on each expense, the appropriate grant account number. The county staff member acting as Project Director will be responsible for monitoring all expenditures on the grant/contract account, for monitoring the account status/balance, and for ensuring that all appropriate expenditures are placed on the account in a timely manner prior to the termination of the grant/contract.

Grant funds are sometimes received in one lump sum payment up front which would be transmitted to DASNR Sponsored Programs Office for deposit in the appropriate grant account. However, many granting entities do not send the funding until after the expenditures have been incurred, and they are billed to reimburse the University. Any billing or financial reporting that is required in connection with the grant will be completed by central financial offices at OSU, and should not be prepared or submitted by county staff.

Criteria for Determining Required Routing Actions:

The District Director will consider a number of criteria in determining whether the proposal / award should be administered within the County or through OSU. As needed, the District Director will coordinate with the DASNR Sponsored Programs office in making this determination. Some examples include:

- Federal grant awards often require compliance with a wide variety of federal regulations that are not required for smaller, private / non-profit awards.
- Projects that include the purchase/use of animals or firearms often must comply with additional requirements and regulations.
- Projects that purchase equipment or hire new personnel may be more appropriately administered through OSU to clarify the ownership of the equipment or the employment obligations to the employee.
- Projects that commit county staff time and effort in connection to a proposal being submitted by some external entity, such as a local school district or a local charitable organization.
- Projects that include funding from other sources or multiple sources of funding may be more appropriately administered through OSU in order to segregate the funding into different accounts.
- Projects that require any significant financial billing or reporting may be more appropriately administered through OSU in order to provide appropriate, auditable financial reports.
- Project with documents that require a signature on behalf of OSU may need to be routed through the OSU system.
- District Directors may determine that proposal / awards under \$500 may remain within the County unless some special circumstance exists.

In the cases listed above are examples and not an exclusive list. District Directors may determine that certain grant awards should be administered through OSU in order to comply with the project requirements even though the grant may be less than \$2,500.