



EXTENSION

COUNTY GRANT PROPOSALS & AWARDS

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DASNR Sponsored Programs

County Grant Proposals and Awards

Introduction

Routing Procedures

Pre-Award Services

Post-Award Services

NRA Foundation Grants

Proposal Development

Questions?

INTRODUCTION



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INTRODUCTION

Sponsored Programs Staff

- **Hollie Schreiber**, Director of Sponsored Programs, x7195,
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 - Milissa Gofourth, Pre-Award Grants & Contracts Specialist, x7044,
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 - **Dr. Sogol Rasouli**, Proposal Development Specialist, x9707,
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 - Michelle German, Post-Award Grants & Contracts Specialist, x7086,
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INTRODUCTION

- Reduced State and Federal funding
 - Increased opportunity for and interest in grant funding
 - Federal and State regulations
 - OSU Policy
 - Ongoing efforts of communication and education
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ROUTING PROCEDURES



EXTENSION

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
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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 County
Project Director 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 DASNRS 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

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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Are There Any Reporting Expectations From the Sponsor?:

- Financial
- Programmatic
- Billing/Invoicing

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

COUNTY ROUTING QUESTIONNAIRE

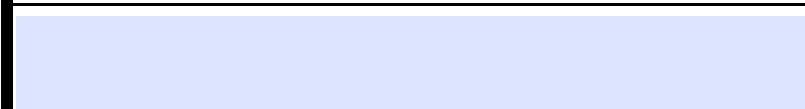
Submitted by:

County Extension Educator

Approved by:

County Extension Director

District Director Signature:



District Director

Approved Routing Action:

To Be Administered Within the County

Route/Admin. through OSU DASNR Sponsored Programs Office

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 and justification
 - Scope of work or draft project summary
 - Any other documents that require University signature
 - Award
 - Budget
 - All contract documents
 - Signatures required
 - Project Director
 - District Director
 - Vice President for Research
 - OCES Associate Vice President
 - Grants & Contracts Financial Administration
 - 5-6 business days
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PRE-AWARD SERVICES



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PRE-AWARD SERVICES

- Funding opportunity searches and distribution
 - RFP review and guideline interpretation
 - Budget development assistance
 - Budget review and approval
 - Proposal development assistance
 - Guidance and tracking of routings through the OSU system
 - Electronic research administration, to include submission of proposals via electronic systems
 - Data collection and reporting
 - General pre-award guidance
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PRE-AWARD SERVICES

FUNDING OPPORTUNITIES

- **DASNR FOA-L**
 - Listserv for distribution of funding opportunities
 - Contact Hollie or Sogol to join the listserv
 - **Grants.gov**
 - Do not need a username and pw to search
 - Mainly federal
 - **Foundation Directory Online (access via the library with your Okey credentials)**
<https://library.okstate.edu/databases/f/foundation-directory-online>
 - Sogol can do limited targeted searches
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PRE-AWARD SERVICES

RFP REVIEW & GUIDELINE INTERPRETATION

- Proposal Information Form
 - PI/PD and others involved
 - Agency
 - Due date
 - Project Period
 - Triage email
 - Deadlines
 - Routing
 - Submission
 - Recap of requirements
 - Budget template
 - Any other required forms
-

PRE-AWARD SERVICES

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

PRE-AWARD SERVICES

PROPOSAL DEVELOPMENT ASSISTANCE

- Standard forms or information
 - OSU demographic information
 - Biographical sketches/CVs
 - Current & Pending forms
 - Project Narrative/Description
 - Other supporting Documentation
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POST-AWARD SERVICES



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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, review, and 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
 - Coordination of communication with sponsors
 - Data collection and reporting
 - Coordination of documentation collection and responses to audits.
 - Communication with sponsoring agency
 - General post-award guidance
-

POST-AWARD SERVICES

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.
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POST-AWARD SERVICES

AWARD MODIFICATIONS

- Change in PD
 - No Cost Extension
 - Major Budget Modifications
-

NRA FOUNDATION GRANTS



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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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PROPOSAL DEVELOPMENT



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PROPOSAL DEVELOPMENT

FUNDING AGENCIES

Funding programs are awarded by two types of funding agencies:

- Government
 - Federal
 - State
 - Municipal
 - Private
 - Foundations/Not-for-Profits
 - Industry
 - Commodity Groups
-

PROPOSAL DEVELOPMENT

TYPE OF PROPOSALS

- Agency-published solicitations
 - Proposals submitted in response to a specific call issued by the agency
 - Request for Application (RFA)/Request for Proposal (RFP)
 - Usually a specific topic
 - Usually a specific deadline
 - Unsolicited proposals
 - Proposal submitted to the agency that has not issued a specific solicitation but is believed by the investigator to have an interest in the subject
 - For the purpose of developing a partnership or obtaining a contract
 - Usually starts with a letter of inquiry
 - Make preliminary contact with agency personnel
-

PROPOSAL DEVELOPMENT

READING THE RFA/RFP OR PROPOSAL GUIDELINES

Guidelines usually tell you about:

- Program description, funding goals and priorities
- Eligibility information
- Submission deadlines
- Proposal format
- Budget
- Evaluation process and criteria
- Program officers' contact information

Make sure your interests align with agency's interests

PROPOSAL DEVELOPMENT

COMPONENTS OF A PROPOSAL

- Title
 - Project Summary/Abstract
 - Project Description/Narrative
 - Problem Statement
 - Goal and Objectives
 - Activities, Outcomes, and Timeline
 - Key Personnel and Facilities
 - Evaluation Plan
 - Dissemination Plan
 - Sustainability Plan
 - References
 - Budget
 - Resume/Biographical Sketch/Other Documents
-

PROPOSAL DEVELOPMENT

TITLES

- Titles are the reviewers' first introduction to the proposal.
 - The title should be clear, accurate, and concise.
 - Sometimes the title determines who reviews the proposal.
-

PROPOSAL DEVELOPMENT

PROJECT SUMMARY/ABSTRACT

- Most important component of the proposal.
 - Is usually limited to 150-250 words.
 - Should be understood by anyone without prior knowledge of the topic
 - Must provide the following:
 - the problem/need
 - objectives and planned activities
 - anticipated outcomes
 - Define acronyms as much as possible.
 - Do not cut and paste language from the narrative.
 - Prepare the abstract only after completing the proposal.
-

PROPOSAL DEVELOPMENT

PROJECT DESCRIPTION/NARRATIVE

- Problem Statement
 - Rationale for the project and the request.
 - Define the problem. Give evidence of the problem by providing data or showing the gaps. Cite need assessment reports, if applicable.
 - Explain who are the targeted audience and why solving the problem is important to the community, the organization supporting the activity, and to the funder.
 - Indicate whether the program has been implemented by Cooperative Extension in other states and what the gaps/issues they encountered.
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PROPOSAL DEVELOPMENT

PROJECT DESCRIPTION/NARRATIVE

- Goal and Objectives
 - Goals define the overall purpose of the program. Objectives can be the measurable changes expected as a result of the project. Objectives should be specific: who will benefit from the program.
 - Activities, Outcomes, and Timeline
 - Describe the activities to be performed to meet the stated objectives. Discuss who will perform these activities.
 - Discuss the expected outcomes.
 - Include a timetable.
 - Identify implementation challenges and limitations you might encounter. Describe how you plan to address those challenges and limitations.
-

PROPOSAL DEVELOPMENT

PROJECT DESCRIPTION/NARRATIVE

- Key Personnel and Facilities
 - Describe in detail the qualifications of key project personnel and the facilities available (or promised) for carrying out the project.
 - Evaluation plan
 - State plans to evaluate the success of the project.
 - Indicate who will conduct the evaluation and what will be done with the results.
-

PROPOSAL DEVELOPMENT

DISSEMINATION PLAN

- Describe how results from this project will be communicated to stakeholders and the public.
- Discuss how the outcomes can be used to inform other Cooperative Extension offices in the State and at the regional level.

SUSTAINABILITY PLAN

- Describe plans for long-term success of the program after the external fund is discontinued.
 - Describe what will be done to ensure support.
 - Include the main project sustainability activities in the timetable.
 - Ways to approach sustainability: apply for funding, dissemination, creating products (publications, factsheet, etc), partnering with industry
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PROPOSAL DEVELOPMENT

REFERENCES

- Reference citations are required for any statement in your proposal, which is not of common knowledge and needs information on the source of the statement.
- Reviewer should be able to find the source, given the information you provide.

BUDGET

- Consider all the expenses to carry out the project: salaries and benefits, supplies, travel, consultants, publication costs, indirect costs, etc.
 - Every item in the budget must be justified in the proposal.
 - Include detailed budget justification.
-

PROPOSAL DEVELOPMENT

RESUME/BIOGRAPHICAL SKETCH

- Make sure they indicate expertise related to the proposed project. Some funding agencies have a specific format and may specify a page limitation or request that only.
- Relevant publications should be included. If no guidelines are mentioned, keep the resume short, two to five pages.

OTHER DOCUMENTS/ APPENDICES/ATTACHMENTS

- Facilities and equipment
 - Letters of Support
 - Letters of commitment
-

PROPOSAL DEVELOPMENT

TIPS ON GRANT WRITING

- Start early in the preparation of your proposal.
 - Write simply, use strong, declarative words: *identify, use, test, establish, conduct, etc.*
 - Avoid jargon and define acronyms.
 - Align your project goal and objectives with RFA/RFP purpose and goal.
 - Align budget with work plan.
 - Have an external reviewer that doesn't know about your project to give you honest feedback.
 - Proposal must be easy to read and evaluate by non-experts. Ensure there is a heading or sub-heading for every evaluation criterion. Use bullet points, and graphics.
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QUESTIONS?



EXTENSION

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