

## Grant Policy Proposal

December 18, 2020

### Purpose

To diversify revenues, the development of grant funding for County and Area Extension offices should be encouraged. In addition to funding direct costs for extension programming, grants can provide funding from F&A and recovered salary savings. The primary purpose of any grant proposal should be for the purpose of enhancing Extension programming. Creating a guideline for the counties and district to use will help simplify the process and provide a clear understanding of how funding will impact the educators, specialists and their offices.

### Allocation of F & A

Area or County PI may receive 13.5% of recovered F&A for their programs. F & A is distributed based on the following percentages:

- VP Research 55% - DASNR 45%
  - DASNR's Funds – OCES 40% (18%) - District 60% (27%)
    - District Funds – District 50% (13.5%) - Area/County PI 50% (13.5%)

F & A is returned in the fiscal year following that which it was generated, so it is not immediately available. F & A received by the PI may be used for maintenance and operation expenses that are allowable by OSU Extension and OSU financial guidelines.

### Allocation of Salary Savings

According to current DASNR guidelines for use of salary savings, salary savings will be returned to the unit. (Salary saved is returned but benefits are not.) Like F & A, salary is returned in the fiscal year following that which it was generated.

The recovered salary savings returned may be used for the following expenses:

1. Up to \$1,000 per fiscal year may be used as a stipend for staff taking on projects in addition to their normal duties. This applies to PI and Co-PIs. Abiding by OSU compensation guidelines, a possible one-time discretionary payment up to \$1,000 per fiscal year can be requested by staff completing a special project above and beyond normal work duties or other performance measure as deemed appropriate and with approval by the state program leader, CED, DED and AVP. An email with approvals from supervisors and program leaders should be forwarded to Sponsored Programs to confirm fund availability, then to HR to create the ePAF. Fiscal affairs will return the funds to a single Salary Savings account in each department or unit. The department/unit then subaccounts, if necessary, for distribution to individual PIs. For the individual salary supplements, the faculty member completes a form to request the payment, which would come from the departmental Salary Savings account mentioned here. Note that stipends cannot be paid directly from grants, only through recovered salary savings.
2. (County Office Only) Directly offset county budget guidelines. Relationships with County Government are extremely important to the success of a County Extension program. Offsetting

County Budget Guidelines with received salary savings is possible. The PI and District Director should discuss this option during the proposal development to determine if the funds should be used in this manner. For example, paying a portion of a staff member's salary in a given year might set the expectation that lower budget requirements would continue in the future, putting the ability to maintain the staff member full-time at risk.

3. Provide additional funding to be used for other direct costs to include items such as non-faculty salaries and wages, equipment, supplies and/or travel. After items #1 and #2 above have been considered, the District Director and PIs should work together to determine how remaining salary savings should be used to benefit local, area, district or state programs. It is the intent that at least 50% of these funds should return to the PIs for programming.

### **Recommendations for Seeking Sponsored Funding**

- Only seek funding that falls within the scope of your program area responsibility.
- Make sure that funding meets the needs of the community.
- Local educators should use their Program Advisory Committees to make sure funding proposals address their programming needs.