

QUICK GUIDE FOR ASSISTANCE

Pre-award

Linda Wilson,
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grant guidelines
funding sources (sponsors)
eligibility
proposal writing and review
budgets and budget revisions
agency forms
contracts and subcontracts
professional services agreement
ISU gold sheet/approval process
no-cost extensions
liaison with ISU Office of Sponsored Programs
county extension indirect costs

OTHER TOPICS

Laurie Gustafson,
Director, Budget and Finance
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county budget issues
county partnership agreement
policy issues
general finance information

Post-award

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Accountant
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allowability of expenses
agency regulations/federal circulars
processing payments on grant accounts
monitoring grant accounts
contract payments
subcontract payments
financial reporting
vendor payments
staff effort reporting (EASE)
liaison with ISU Sponsored Programs Accounting
revenue generation/cost recovery

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Budget Analyst
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federal and state budgets
liaison with CSREES-USDA Office of
Extramural Programs
federal letter of credit drawdown
personnel action forms

Shirley Jean Woodward,
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county accounting system (Cougar Mountain)

