Extension Field Programs: Checklist for Grant Seeking

✓ <u>Applicant Eligibility</u>
> ***"Who" should be the applicant?***
>> Grants affecting the county agricultural extension district (CAED) may be received & administered by the county extension office, processed through ISU, or managed by another organization. This is determined at the time of application.

✓ <u>Before You Apply</u>
> ***Is the project idea appropriate for CAED?*** Obtain approval to proceed from the CEED, Extension Council, and AEED.
> ***Is the project appropriate for ISU?*** Obtain approval from your area extension education director (AEED) and program director. Contact the Extension Finance Office.

✓ <u>Budget Issues</u>
> ***Is a commitment of ISU staff time being proposed?*** <u>Before</u> submitting the proposal, the AEED and staff involved must approve the commitment of staff time.
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> ***Can CAED recover indirect (overhead) costs?*** If allowed by the granting agency, the CAED may charge a percentage for indirect costs. For grants involving federal dollars, the CAED must have an Indirect Cost Rate Proposal (ICRP) on file to charge a percentage for indirect costs. The ICRP is done annually based on the year-end fiscal report for the District.
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> ***Will ISU take out indirect costs from every grant award it administers?*** No, the University only requests indirect costs when allowed by the Sponsor. If requesting less than the approved indirect rate for ISU, provide written documentation or submit the IDC waiver form.

✓ <u>Authorized Signature</u>
> ***Who must sign proposals and grant agreements for the applicant organization?***
>> Council Chairperson signs for the CAED.
>> Director, Office of Sponsored Programs Administration, signs for ISU.

✓ <u>After Receiving a Grant</u>
> ***Who is legally responsible for fiscal management?***
> - The Extension Council is legally responsible for <u>county-administered</u> grants. The Council and CEED regularly review and authorize payment of bills. The CEED presents to the Council financial reports for each grant award.
> - Councils may send lengthy contract documents to Linda Wilson for review prior to signing.
> - ISU Sponsored Programs Accounting handles the fiscal procedures for <u>ISU-administered</u> grants, including invoicing sponsors and generation of fiscal reports.
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> ***How do I report a commitment of ISU staff time on county grants?***
>> The EASE system tracks ISU staff time committed as match on grants. A special account number series is set up to track ISU effort on county-administered grants.

For questions, contact Linda Wilson, lwilson@iastate.edu or Julie Lyon, lyon@iastate.edu