

Extension Field Programs: Checklist for Grant Seeking

✓ Applicant Eligibility

"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.

✓ Before You Apply

Is the project idea appropriate for CAED? Obtain approval to proceed from the CEED, Extension Council, and AEED.

Is the project impact beyond local counties? If so, the project should be administered by ISU. Obtain approval from your area extension education director (AEED) and program director. Contact the Extension Finance Office.

✓ Budget Issues

Is a commitment of ISU staff time being proposed? Before submitting the proposal, the AEED and staff involved must approve the commitment of staff time.

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.

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.

✓ Authorized Signature

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.

✓ After Receiving a Grant

Who is legally responsible for fiscal management?

- The Extension Council is legally responsible for county-administered 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 ISU-administered grants, including invoicing sponsors and generation of fiscal reports.

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