

Extension Field Specialists: Checklist for Grant Seeking

✓ Applicant Eligibility

- ***"Who" should be the applicant?***

Grants affecting the county agricultural extension district (CAED) may be:

- Received and administered by the **county extension office**,
- Processed through **ISU**, or
- Managed by **another organization**.

Determine the applicant at the time of application.

- **For CAED grants**, ISU Field Specialists can be project managers. However, the Extension Council is legally responsible. The Council Chair signs grant applications and grant agreements for the CAED.
- If the **grant source is federal**, projects managed by ISU Field Specialists should go through the university.

✓ Before You Apply

Is the project idea appropriate for CAED? Obtain approval to proceed from the Extension Council and Program Director.

Is the project impact beyond local counties? If so, the project should probably be administered by ISU. Obtain approval from your Program Director and contact the Extension Finance Office.

✓ Budget Issues

Is a commitment of ISU staff time proposed? Before submitting the proposal, the Program Director 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 a current Indirect Cost Rate Proposal (ICRP) to charge a percentage for indirect costs. The ICRP is done annually based on the year-end fiscal report for the District.

Regional Training: Grants Management and Reporting

If the ICRP is not current, the District must develop a new ICRP before indirect costs can be included in an application for federal funds.

Will ISU take out indirect costs from every grant award it administers?

No, the University only requests indirect costs when allowed by the Sponsor. Provide written documentation from the Sponsor when the indirect cost rate is less than ISU's approved rate.

✓ 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 regularly reviews and authorizes payment of bills. The Council regularly reviews 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