



United States
Department of
Agriculture

research



education



extension



CSREES



Cooperative State **Research, Education, and Extension** Service

www.csrees.usda.gov



Are you Smarter than an AMB Grant Specialist

LEVEL III	How should I obtain an indirect cost rate agreement?	How should the PD/Co- PD report current and pending information?	How should the institution provide multi-year budget information when submitting an application?
LEVEL II	What can cause award funds to be withheld?	What information is required for a subcontractor?	When are meals allowable using award funding?
LEVEL I	What is required to request a No Cost Extension of Time?	When do Pre-award costs need approval?	How will an institution know that funds are withheld on an award?

ADMINISTRATIVE OFFICERS MEETING

CSREES

AWARDS BASICS

May 6, 2008



Carol A. Langguth

Branch Chief

Awards Management Branch



AWARDS MANAGEMENT BRANCH

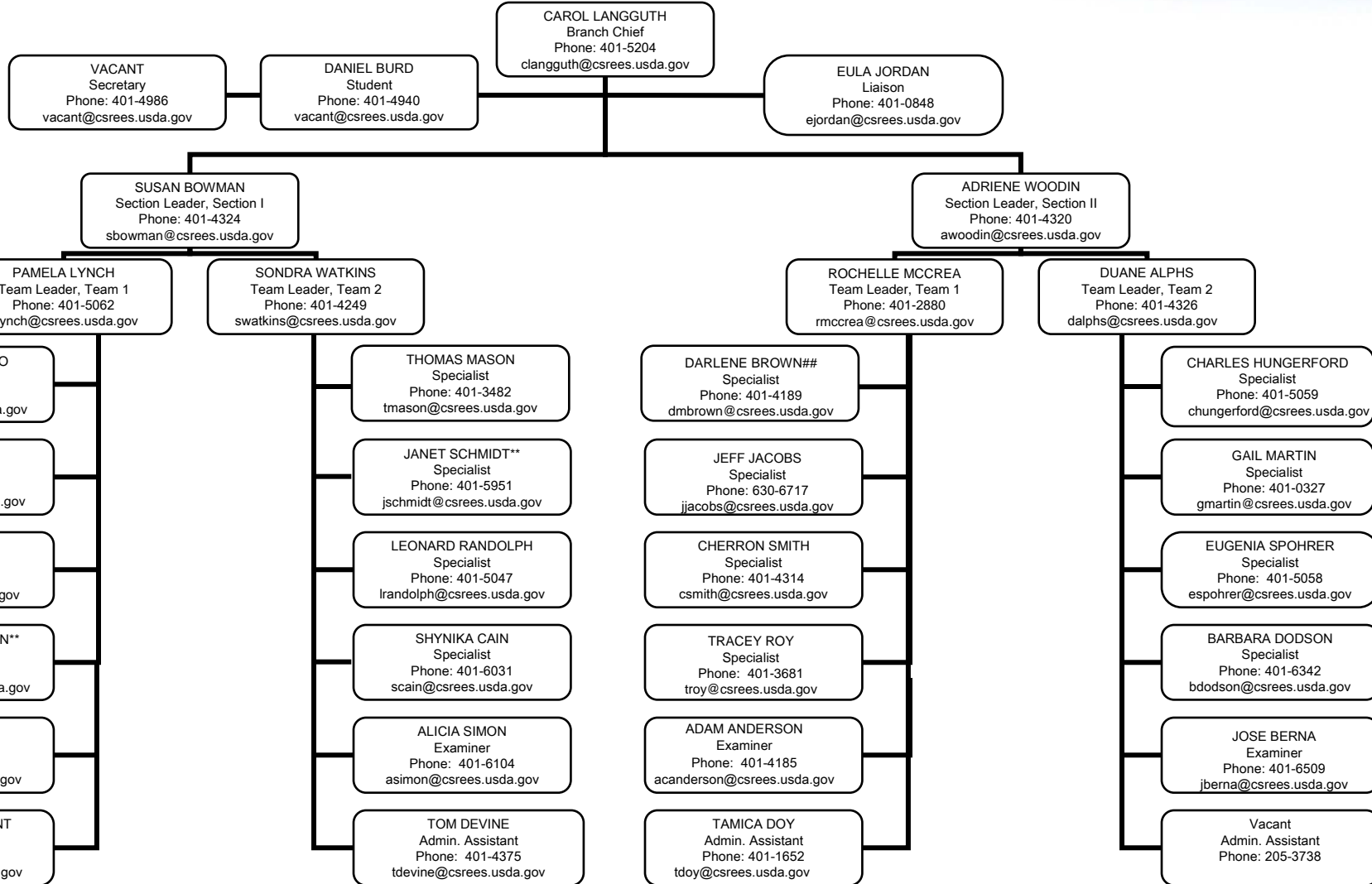
MISSION STATEMENT

- To support our customers with expertise and resources and to facilitate the Federal assistance process to promote agricultural programs in Research, Education, and Extension



AWARDS MANAGEMENT BRANCH

Branch Main Number: 202-401-4986





AWARDS MANAGEMENT BRANCH
Carol Langguth, Branch Chief
202-401-4986

SECTION I
Susan Bowman, Section Leader
202-401-4326

- AgrAbility/Hazardous Occupations Safety Training
- Alaskan Native/Native Hawaiian-Serving Inst.
- Biodiesel Fuel Education
- Canola/Hesperaloe
- Critical Issues
- Extension Ind. Res. Program
- Higher Education Challenge Grants
- Integrated Methyl Bromide
- Integrated Organic Transitions
- Integrated Pest Management Centers
- Integrated RAMP
- Integrated Water Quality
- Insular Areas
- Pest Management Alternatives
- Renewable Resources
- Rural Development Centers
- Rural Health & Safety
- Smith-Lever Special Needs
- Trade Adjustment Assistance
- Tribal Colleges Ext.
- Tribal Colleges Res. Grants
- Tribal Education Equity

SECTION II
Adriene Woodin, Section Leader
202-401-4320

- Ag Risk Mgt. Education
- Aquaculture Centers
- Biotech Risk Assessment
- Citrus Tristeza
- Hispanic-Serving Institutions Education
- Integrated Crops at Risk
- Integrated Food Safety
- International Science and Education
- Microbial Genome Seq.
- Outreach for Socially Disadvantaged Farmers (2501 Programs)
- Potato Research
- Risk Management Education
- Rural Youth Development
- Secondary and Two-Year Postsecondary Challenge
- Sustainable Ag. – Res./Ext.
- Youth at Risk
- 1890 Facilities
- 1890 Institution Capacity Building

Programs shared by Section I and Section II: Reimbursables, Operating Funds, NRI, Special Grants/Line Items, SBIR I, SBIR II, Graduate Fellowships, Federal Admin - Res/Ext, Innovation Grants, Multicultural Scholars, Community Foods and Homeland Security.



Budget Categories

- **Salaries – Employees of Primary Awardee**
 - Funded Work months – Need to know
 - Need to verify salary being paid
 - Compare budget to current & pending
- **Indirect costs – Only when Awarded**
 - Updated negotiated rate



Budget Categories (Continued)

- **Travel – Estimate:**

- Number of trips
- Number of People
- Destination
- Transportation cost
- Lodging / meals

- **Subawards**

- Budget
- Statement of work
- Signature



Budget Categories (Continued)

- **Fee for service**
- **Consultants-**
 - Rate of pay
 - \$550/day for 8 hour day
 - If more, justification is needed
 - Letter of commitment
 - If unsure of who consultant will be, make notation “to be determined”



BASIC TERMINOLOGY

- GRANT
- COOPERATIVE AGREEMENT
- AUTHORIZED ORGANIZATIONAL REPRESENTATIVE (AOR)
- AUTHORIZED DEPARTMENTAL OFFICER (ADO)



BASIC TERMINOLOGY (cont'd)

- STANDARD GRANT
- CONTINUATION AWARD
- RENEWAL AWARD
- SUPPLEMENT
- PD TRANSFER



Other Basic Information

- **Assurances**
 - Animal Care
 - Human Subject
 - Primary awardee is responsible for entire project
- **NEPA**
- **CRIS Reporting**
 - Must be submitted or funds withheld
- **No-Cost Extensions**
 - Submit prior to expiration of award
 - Monitor grant to ensure time doesn't expire prior to project completion.



Why Can't I Get My Funds?

- No CRIS documentation
- No final technical report on previous award
- Incomplete or incorrect current & pending form
- No assurance approval with date
- Lack of budget information



What's New?

- **Electronic Award Notification**
 - Phase 1
 - Phase 2
- **Electronic Signature on Award**
- **Financial Reports**
 - **Awards Management Branch**
 - 2006 and beyond
 - **Funds Management/ Financial Operations Branch**
 - Prior to 2006
- **Research Misconduct**
 - New e-mail Misconduct@csrees.usda.gov
 - Research Misconduct internet page has been updated:
 - <http://www.csrees.usda.gov/business/awards/researchmiscon.html>



What's New?

(Continued)

- **Federal Wide Terms & Conditions**
 - Dated July 2008
 - Most Awards – research and research related
 - Not Formula funded, 1890 Facilities, and Small Business Innovation Research Program, and Individuals
 - Current awards will utilize terms and conditions reflected on the award document (2009) until expiration – or
 - If additional funding is provided following July 1, 2008
- **Replaced**
 - CSREES Terms and Conditions A&B
 - FDP Terms and Conditions
- **Some award specific terms and conditions.**



Find CSREES Information

- <http://www.csrees.usda.gov/business/business.html>



CSREES' mission is to advance knowledge
for **agriculture**, the **environment**,
human health and **well-being**, and **communities**.

visit us at: www.csrees.usda.gov