



United States
Department of
Agriculture

research



education



extension



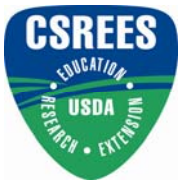
CSREES



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

www.csrees.usda.gov

COMMON PROBLEMS





Incomplete Current & Pending Information

PD and Co-PD's should submit a listing of all current and pending projects

- The list should include supporting agency, effective and expiration dates, title of project and the time commitment**

- Time commitment can be shown in percentage of time or calendar months**

- Percent of time cannot exceed 100% and calendar months cannot exceed 12 months**



Missing approval dates for human subjects and animal care

- The IACUC approval date for animal care is valid for three years
- The IRB approval date for human subjects is valid for one year
- If the project is exempt, the institution must provide an exemption number



Excessive pay for speaker fees without documentation

- **Normal fee without justification is \$2,000 per event**
- **Documentation includes: invoice for previous work, nationally renowned credentials - e.g. Jesse Jackson, Al Gore, resume, credentials/experience**



Requesting meals

- **Breakfast and dinner are very seldom allowed unless unique/unusual situation**
- **Lunch is allowed for the continuity of a meeting or when you are in remote location**



Submission of Incomplete Sub-award information

- **Statement of work**
- **Budget and budget narrative**
- **Signed letter of intent/collaboration**



Submission of Incomplete Consultants Information

- **Statement of work**
- **Rate of pay - normal rate is \$550 per day, rates that exceeds this amount must have justification - invoice for previous work, nationally renowned credentials - e.g. Jesse Jackson, Al Gore, resume, credentials/experience**
- **Signed letter of intent/collaboration**
- **Resume or vitae**



Fee for service

- **Dollar amount**
- **Task to be performed**

Requesting Incentives

- **Incentives (gift certificate, promotional give always, fees for showing up) are unallowable costs**



CRIS - Current Research Information System

- **initial project information must be submitted in CRIS before CSREES funds can be released.**
- **annual, summary and final technical reports should be submitted in CRIS**



NEPA-National Environmental Policy Act

Does the project have an actual or potential impact on the environment?

- **Majority of the grantees select yes. Determine if the activity falls into one of the Dept. of Agriculture or CSREES categorical exclusions. Identify the specific exclusions on the 424 (i.e., 7 CFR 3407.6(a)(2)(i)B).**
- **If the activity does not fall into one of the categorical exclusions, preparation of an environmental assessment or an environmental impact statement may be required.**

If you are not sure of the NEPA research status, please contact your National Program Leader to provide you with guidance on this issue.



Department of Agriculture Categorical Exclusions

(found at 7 CFG 1b.3 and restated at 7 CFR 3407.6 (a)(1)(i) through (vii))

- (i) Policy development, planning and implementation which are related to routine activities such as personnel, organizational changes, or similar functions**
- (ii) Activities that deal solely with the functions of programs, such as program budget proposals, disbursements, and transfer of reprogramming of funds**
- (iii) Inventories, research activities, and studies such as resource inventories and routine data collection when such as actions are clearly limited in context and intensity**
- (iv) Educational and informational programs and activities**
- (v) Civil and criminal law enforcement and investigative activities**
- (vi) Activities that are advisory and consultative to other agencies and public and private entities, such as legal counseling and representation**
- (vii) Activities related to trade representation and market development activities abroad**



CSREES Categorical Exclusions

(found at 7 CFR 3407.6(a)(2)(i) through (ii))

The following categories of CSREES actions are excluded because they have been found to have limited scope and intensity and to have no significant individual or cumulative impacts on quality of the human environment:

- (i) The following categories of research programs or projects of limited size and magnitude or with only short-term effects on the environment**
 - (A) Research conducted within any laboratory, greenhouse, or other contained facility where research practices and safeguards prevent environmental impacts**
 - (B) Surveys, inventories, and similar studies that have limited context and minimal intensity in terms of changes in the environment**
 - (C) Testing outside of the laboratory, such as in small isolated field plots, which involves the routine use of familiar chemicals or biological materials**
- (ii) Routine renovations, rehabilitation, or revitalization of physical facilities including the acquisition and installation of equipment, where such activity is limited in scope and intensity**



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

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