

Grant Management in Extension

Thoughts from educators

**DISCLAIMER - Policies and processes change. Grant funders have specific requirements. The following is MY experiences*

Helpful Resources

- UME Answers
 - <https://agmr.atlassian.net/wiki/spaces/umeanswers/pages/1420327756/Personnel+Office>
- UMD Position Types
 - <https://www.usmd.edu/usm/adminfinance/hr/umspp/nonexempt-jobs>
- ORA Resources
 - <https://ora.umd.edu/resources>
- AgPAS Resources
 - <https://agmr.umd.edu/about/information/faculty-staff/agpas-pre-award-services>
- Quali research
 - <https://usmd.kuali.co/dashboard>
 - <https://usmd.kuali.co/dashboard/common-tasks>

AgFS Grants

- USDA NIFA and AFRI
 - Beginning farmer, workforce, research
- Commodity Organizations
 - Grain producers, grazing grant, soybean producers
- SARE - <https://northeast.sare.org/grants/>
- NorthEast Risk Management - <http://www.nerme.org/>
- Maryland Ag Ed Foundation
- Maryland Ag Council
- Rural MD Council
- Chesapeake Bay Foundation, National Fish and Wildlife

Grant Selection

- Really works three ways
 - You have a project idea and look for funding
 - You see an announcement that peaks your interest or fits with your program
 - Or maybe you get a last minute call or email
- Look for areas of synergy
 - What projects fit well with your strengths and interests while providing benefits to the funding partner
- Funding comes in different forms
- Be sure it fits your research and teaching program
- Annual announcements are similar

II.J.

Sponsored Research and Programs – Administered by the Office of Research Administration (ORA)

List source, title, amount awarded, time period and role (i.e., principal investigator or co-investigator) in reverse chronological order or its inverse. If there are co-investigators, please list them. These grants and contracts must have gone through the ORA process

II.J.1.

Grants

II.J.2.

Contracts

II.J.3.

Other

II.K.

Gifts, and Funded Research not administered by ORA

II.K.1.

Gifts (*solicited and in-kind funds*) At times in UME we have “grants” that are awarded to EACs or the UMD Foundation that do not go through ORA. Those “grants” would go here and marked as “solicited” or “competitive award”.

II.K.2.

Community Capacity Building (*assistance provided resulting in awards*) Be sure to indicate the significance of your role.

II.K.3.

Volunteer Contributions List the combined hours / \$\$ figure of volunteers that are a result of your direct program/management

II.K.4.

Other

Grant Roles

- Lead Principal Investigator
 - Co-Principal Investigator
 - Subaward (PI or Co-PI) - internal or external
 - Collaborator - LOS
-
- OTHER Requests - other departments, colleges, institutions, nonprofits (if you contributing you should be receiving credit - ie money, and listing in the project) If you are not listed you don't get credit (LOS Example)

Grant process - PreAward

- Identify funding
- Participate in webinars, review past, read RFP (language, priorities, eligible expenses, match requirements, indirect)
- Develop team and timeline
- AgPas (signing authority)
 - Notice of Intent (NOI)
 - Funded questionnaire
 - Budget template
- Begin working on **budget**, teams, subawards
- AgPas will reach out - Google drive and Final Docs folder

Indirect Rates

FY 2024-2026

56% On-Campus Research

27.5% Off-Campus Adjacent

26% Off-Campus Remote

58.5% DOD Contract On-Campus Research

30% DOD Contract Off-Campus Adjacent

31.5% DOD Contract Off-Campus Remote

53% Instruction

40% Other Sponsored Activity

11% IPA

- Some grants say NO indirect can be charged or minimums (ex. SARE 10%)

<https://ora.umd.edu/um-resources/f-information>

*Waived \$10,000

Open with Google Docs

Facilities and Administrative Costs on Land Grant Related Extension/Public Service Projects Effective January 1, 2019 – December 31, 2023

College Park serves an important role as the Land Grant Institution for the State of Maryland. As the original 1862 Land Grant institution in Maryland, the University of Maryland plays a unique role in terms of leadership for the State of Maryland. Created by two federal laws known as the Morrill Acts of 1862 and 1890, Land Grant institutions received federal funds "to teach agriculture and the mechanical arts in order to promote the liberal and practical education of the industrial classes". Land Grant institutions were given a special role to serve the needs of society. As a result of this legislation, Land Grant institutions traditionally have focused on core programs in agricultural education and outreach to develop and expand our capacity to feed our nation and others, and on science, engineering, and technology to expand economic development.

To help facilitate the extension/outreach/public service component of our overall mission, grants that do not exceed a cumulative total of \$10,000 will have an automatic waiver of F&A. In order to be eligible for the waiver, these grants must have the following characteristics:

- ◆ Routed through ORA (ORA retains the final authority)
- ◆ Serves a public good and is community based
- ◆ No research component
- ◆ Specific land grant mission objective stated
- ◆ No associated subawards

This process will be reviewed and updated in five years.

ORA authorizes this waiver for five years, effective 1/1/2019, expiring 12/31/ 2023.



Director, Office of Research Administration, UMD, 1/24/19
Date

Cost Share or Match

- May be required by the grant
- Most often use salary (time) and program funds to provide the required match
- 1 to 1 can be difficult
- Most often 25 or 50%

Budget

- Start early (first)
- Use templates
- Google drive works well - shared with team and agpas

Microsoft Excel interface showing a budget template for the University of Maryland. The spreadsheet includes fields for project details and a multi-year budget table.

							YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
A. Senior/Key Personnel												
		Base Salary (\$)	% Effort	Cal. Months	Acad. Months	Sum. Months						
3	PI -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Co-PI	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5		\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6		\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7		\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8		\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Senior/Key Personnel							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Other Personnel												
1	Number of Personnel	Project Role	Base Salary (\$)	% Effort	Cal. Months							
2												

Subawards: proposal stage

- Start by negotiating deliverables/scope of work and budget
- Then give them a total budget # to work with and application templates
- AgPAS can help you identify what subaward application documents they will need to submit
- Stay in the loop as AgPAS communicates with them. You can review draft documents, but final documents need to be sent directly from subawardee to AgPAS.

Salary/Fringe

- Expected for every UMD person listed on the grant (.25% to 5%)
- PI - usually higher %
- Hiring workers - salary and fringe (more about hiring at the end)
- For all salaries add an annual 3% increase for COLA

	A	B	C	D	E
1	Fringe Benefit Rates				
2					
3		Faculty	Staff	Limited Benefits	Legislative Benefits
4	FY 2024 *				
5	FY 2023	29.9	35.6	27.0	7.6
6	FY 2022	29.7	36.0	27.8	7.7
7	FY 2021	29.7	36.0	27.8	7.7
8	FY 2020	29.7	36.0	27.8	7.7
9					
10					
11	<i>* for FY 2024 and beyond, use FY23 rates in proposals until next fringe agreement signed.</i>				
12					

Final submittal

- Working through agpas to finalize documents
 - Not unusual to make a number of modifications/versions to the budget (budget justification)
- Sometimes need commitment letters from those listed
- Everyone (UMD) listed receives a KR certification

Apps 4HOnline New UME Logo Pac... Login | UMGC Home - UME Ans... University of Mary... AGNR UMD AGNR Web Tools Home

Kuali Research

Proposal Development

Certification for Shannon Potter Dill

Proposal#: 71984
Title: Personal Safety in our Field
PI: Shannon Potter Dill
Lead Unit: 1251508
Sponsor: Northeast Center for Risk Management Education
Deadline Date: 11/17/2022

I have conducted lobbying efforts related to this proposal. [?](#)

No

If capital equipment is required to be purchased for this project, I affirm there is no comparable equipment available on campus for this project. If capital equipment is not required to be purchased for this project, answer N/A

I attest that this proposal will be submitted to a Public Health Service sponsor/prime sponsor, or a sponsor which follows the PHS Financial Conflict of Interest reporting guidelines and all individuals responsible for the development, or will, complete his/her Financial Conflict of Interest disclosure in accordance with the University and PHS policies.
If this proposal is not to a PHS sponsor/prime sponsor, or a sponsor which does not follow the PHS FCOI guidelines, please select No.
If this proposal is to a PHS sponsor, but exempt from FCOI regulations (e.g. SBIR/STTR Phase 1), please select N/A.
For your reference, a list of PHS sponsors can be found here: <https://research.umd.edu/research-resources/compliance/conflicts-interest-coi/when-use-koool/phis-fooi>. [?](#)

No

I have a real or potential conflict of interest related to this work or sponsor, as defined by the University System of Maryland Policy (III-1.11). [?](#)

No

Complete the check box to agree to the statement. (COI) [?](#)

I understand that I am required to disclose any COI as required by USM policies and procedures.

Complete the check box to agree to the statement. (disclosure) [?](#)

I have followed proposal/sponsor requirements in disclosing all professional activities including those performed within and outside of the University of Maryland (paid and unpaid), including foreign affiliations and/or support and government entities (eg. Talent programs; consulting activities). If you are unsure whether all disclosure requirements have been met please contact your ORA/SPA Contract Administrator.

Complete the check box to agree to the statement. (modifications) [?](#)

I agree to not make changes to the ORA/SPA-approved proposal without first notifying ORA/SPA.

Complete the check box to agree to the statement. (statements) [?](#)

I am aware that any false, fictitious, fraudulent, and/or plagiarized statements may subject me to criminal, civil, and/or administrative penalties.

Complete the check box to agree to the statement. (conduct) [?](#)

I accept responsibility for the financial and scientific conduct of this project and will provide all required reports if the proposal results in a project/award.

Complete the check box to agree to the statement. (authorized official) [?](#)

I understand that ORA/SPA is the authorized University negotiator and signatory on behalf of the University. Investigators are not authorized to negotiate or sign on behalf of the University.

Complete the check box to agree to the statement. (signature) [?](#)

I agree, to the best of my knowledge, the information submitted within the proposal is true, complete, and accurate and this certification constitutes my electronic signature for this application.

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Agriculture & Food Systems

Grant Award

- YEAHHHH - YIIIIKKKKES
- Probably come in the form of an email from the sponsor - NO MONEY YET
- A number of forms and agreements must be signed
- Don't announced publicly but begin forming next steps and team meetings, job descriptions
- Ongoing communication is necessary with ORA
- Once agreements are complete you will be issued a KFS number
- Agreements and public announcements - press releases, media kit
- Subawards
- Grant management - business manager (KFS access) and salary savings

Official notice - a KFS! -

<https://usmd.kuali.co/dashboard>

From: UM_KR_donotreply=umd.edu@mx3.kuali.co <UM_KR_donotreply=umd.edu@mx3.kuali.co> **On Behalf Of** UM_KR_donotreply@umd.edu

Sent: Wednesday, August 25, 2021 1:25 PM

To: beyrouly@g.umd.edu; carnold@g.umd.edu; dtoledo@g.umd.edu; valenta@g.umd.edu; wbanks@g.umd.edu; jdown@g.umd.edu; aubrycp@g.umd.edu; alexchan@g.umd.edu; rbarnhar@g.umd.edu; jmartinh@g.umd.edu; jvernon3@g.umd.edu; sdill@g.umd.edu; cmille14@g.umd.edu; ezobel@g.umd.edu; jketterm@g.umd.edu; kmccree@g.umd.edu; alegall@g.umd.edu; segloff@g.umd.edu; sjacks@g.umd.edu; zillmer@g.umd.edu; kstenson@g.umd.edu

Subject: Award Notice for Award 305840-00001, PI: Shannon Potter Dill, Lead Unit: AGNR-UME-Field Operations

You are receiving this notice for a Kuali **Research** Award 305840-00001. Either your ORA CA has taken action on this award, or another user has sent you this notice.

Award Number	305840-00001
Account Number	4311163
PI	Shannon Potter Dill
Lead Unit	1251501 - AGNR-UME-Field Operations
Sponsor Name	National Young Farmers Coalition
Sponsor Award Number	22020843
Obligation Start Date	06/01/2021
Obligation End Date	12/31/2021
Title	FRSAN-NE UMD Request
Version Number	2
Transaction Type	See Comments

CV Entry and Credit

- ORA Grant - require % split
- Share CV entries between team members
- Entry - list your role, sometimes include the amount of \$ managed (keep brief)

CREDIT SPLIT *

PI Credit

PI Name *

Project Credit

 %

Tenure Home Dept. Name *

Tenure Home

 %

Joint Appointment Dept. Name

Joint Appointment Dept. %

 %

Add Additional Key Person (2)? *

IRB and Evaluation/Reporting Plan

- Logic Model
- IRB Certification - do this now if you have not -
 - <https://research.umd.edu/irb>
 - CITI Training
- IRB for incentives
- Get measurements in place
- Reporting templates and data collection

Grant Management Budget

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	A	B	C	D	E	F	G	H
1	KFS#	4307762						
2	End date	08/31/2024						
3	Last Day to Purchase:	06/30/2024						
4	Total Budget	\$217,465.00						
5	Indirect Cost Rate:	26%						
6	Updated as of	4/19/24						
7	Award Number	305653-00001						
8	Account Number	4307762						
9	PI	Alexander Edward Chan						
10	Lead Unit	1251112-AGNR-UME-Family and Consumer Sciences						
11	Sponsor Name	STMD-Maryland Department of Agriculture						
12	Sponsor Award Number	21126441						
13	Obligation Start Date	09/01/2021						
14	Obligation End Date	08/31/2023						
15	Title	Maryland Farm Stress Assistance						
16	Version Number	9						
17	Transaction Type	Award Modification						
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

Description	Year 1 Budgeted Amount	Encumbered	Spent	Remaining Balance
Salary and Fringe	\$88,508.00	\$0.00	\$176,802.35	-\$88,294.35
In-state Travel	\$12,700.00	\$0.00	\$4,809.15	\$7,890.85
Out-of-State Travel	\$6,000.00	\$0.00	\$185.69	\$5,814.31
Printing and mailing	\$18,000.00	\$0.00	\$464.07	\$17,535.93
Marketing and Outreach	\$15,000.00	\$0.00	\$8,603.35	\$6,396.65
Technology - telephone	\$15,000.00	\$0.00	\$1,263.26	\$13,736.74
Laptop for PC	\$3,000.00	\$0.00	\$1,935.43	\$1,064.57
Tuition Remission	\$29,840.00	\$0.00	\$26,112.00	\$3,728.00
Meeting Expenses	\$14,385.00	\$0.00	\$5,699.84	\$8,685.16
Indirect Cost	\$15,032.00	\$0.00	\$51,908.37	-\$36,876.37
Additional funds added 10/19/23	\$59,606.00			
Total	\$277,071.00	\$0.00	\$277,783.51	-\$712.51

Grant Management

- AANA form - Advance Account Number Authorization (AANA), Especially helpful if you are hiring
- No Cost Extension - With approval from the funder you can extend the project (some awards state in RFP not available), remember salary savings will end during NCE
- ORA - Contracts and agreements
- SPAC - Invoices and budgets at UM level

Subawards: post award administration

- Subaward authorization form
- Contracts office executes
- Invoices submitted to accounts payable
- Approval process is opaque. Track invoices.
- Payment is painfully slow. Consider this when choosing subawardees.
- Be involved at each step and track completion
- Mystery of the week: budget cap on subaward invoices lower than total subaward grant total? Who do I ask?

Grant close out

- No cost extension (salary savings stops) extends project
- 2-3 month prior to grant close out closer eye on budget
- Spend to zero (indirect) - hard than you think can use another account to reimburse if you go over
- Purchase annual subscription

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Hiring

Job Type Definition

- **Nonexempt positions** are support positions in maintenance, office, service and technical/paraprofessional areas. These positions are subject to the minimum wage and overtime pay provisions of the Fair Labor Standards Act. They are paid on an hourly basis and must be paid overtime for time worked that exceeds 40 hours in the standard workweek.
- **Exempt positions** are managerial, administrative and professional in nature. They are salaried positions that are not subject to the overtime provisions of the Fair Labor Standards Act. Exempt employees are ineligible to receive overtime; a full-time commitment typically requires a minimum of 80 hours per bi-weekly pay period.

*UMD UHR

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 AgFS
Agriculture & Food Systems

Job Types

- **Faculty positions** are academic positions that involve teaching, research, scholarship, artistic creativity or academic administration.
- **Contingent 1** positions are non-regular in nature, paid on an hourly basis. The Contingent 1 position may be seasonal or intermittent in nature, and the agreement shall be for a term of six months or fewer. Contingent 1 employees are ineligible for benefits pursuant to Board of Regents policy. Departments may hire a Contingent 1 employee without a competitive selection process as long as minimum qualifications are met.
- **Contingent 2** positions are non-regular in nature. A contingent agreement is for a term of more than six months, but no more than twelve months. A minimum level of benefits is guaranteed for Contingent 2 employees under applicable Board of Regents policy; additional benefits may be negotiated at the discretion of the department up to the level of the similarly-situated regular employee. Contingent 2 vacancies require a competitive selection process.
- **Graduate Assistant** positions are available to registered graduate students enrolled in a degree program at UMCP. There are three categories of graduate assistant: teaching assistant (TA), research assistant (RA), and administrative assistant (AA).
- **Student worker** - High School, undergrad

*UMD UHR

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 AgFS
Agriculture & Food Systems

Contract Types

Contingent 2	Contingent 1	Consultant
<ul style="list-style-type: none">- Requires a search- Can work full time to part time- Yearly contract	<ul style="list-style-type: none">- Does not require a search if you have someone identified- Must average 19.9 hours a week- 6 month contract	<ul style="list-style-type: none">- Small Dollar Consultant Agreement < \$5,000- For a specific project and timeline- Must determine they are an independent contractor

Job Descriptions and Wages - Non Exempt

- Job Titles -
<https://www.usmd.edu/usm/adminfinance/hr/umspp/nonexempt-jobs>
- Undergraduate Student - \$12.50
- Ag Worker 1 = \$15.00/hr
- Ag Worker 2 = \$15.73/hr
- Ag Tech = \$17.31/hr
- Extension Program Assistant = \$17.31/hr
- *HS Diploma, some require experience, drivers licenses*
- *Don't forget fringe 27.8% and travel funds*
- *Rates as of June 1, 2022 - Check with HR manager*

Few Thoughts

- Be the primary on web based accounts - google drive, eventbrite, zoom, qualtrics, mailchimp, socials
- Set priorities and have short and long term projects
- Communicate
- Collaborate with on campus departments/faculty