GUIDELINES FOR APPLICATIONS AND GRANT ADMINISTRATION

Between OSU Division for Agricultural Sciences and Natural Resources, and
The NRA Foundation, Inc.

APPLICATION PROCEDURES:

Example Application and Consideration Agreement:

You have agreed to the deletion of #10 in the Consideration Agreement, and will check to be sure your legal counsel approves of the revision added to #7.

Checklist Items:

As we discussed, the Extension Educators in our Counties who apply for funding should complete items #1, 2, 4, 5, 6 and 10 on the checklist. **They will NOT need to provide the items requested in #3 (this is n/a for OSU), 7, 8, or 9 with their individual application packages.** My office, Agriculture Sponsored Programs Office (ASPO), will provide you with one copy of OSU's information for 7, 8, and 9 that you will keep on file for all of OSU's projects. (Copies of these were provided to you at our meeting today. I assume that will suffice for the applications this year. If you need anything more, please advise me.)

Approval / Submission Steps:

You also asked me to clarify the approval / submission steps for our Educators. We have asked our Educators to start this process around December 1 or shortly thereafter. The steps should be as follows:

- In accordance with our policies and guidelines for County proposals, the Educator should submit the proposal to his/her District Director for approval. This can be done by email or fax.
- Once they have the Questionnaire form approved by their Director, the Educator should submit to me at ASPO the approved form along with their original NRA application package. This can also be done by email.
- ASPO will obtain the needed OSU approvals and signatures, and return the original application packet to the Educator. Since these will have original signatures at this point, the hard copies will be mailed back to the Educator.
- The Educator will then submit the original application packet to you along with the required $12 check.
**ADMINISTRATIVE REQUIREMENTS / ISSUES:**

- Budgets are restricted by line-items, and funds may not be used for any purpose other than those approved. Minor supplies may be +/-, such as if $25.00 was approved for 10 targets, the Educator may actually purchase 12 targets if he/she can get them for $25. However, if the budget includes firearms, the number of firearms purchased may **not** vary from that approved, regardless of the cost.

- Any rebates received would be deposited back into the OSU grant account and should be refunded to NRA. Also, any funds not expended for the project must be refunded to NRA. This must be done if the Project Director wishes to apply for a grant in the subsequent year. If small amounts are saved and returned to the NRA Foundation, this is often viewed favorably.

- If all funds were not spent during the award period, the Project Director may request approval from you to extend the project and retain the funding for a longer period. This request should include a statement explaining why the funding wasn’t used as originally proposed and justifying how the planned use will benefit the program. If approved, the Project Director may retain and use these funds as you approve, but he/she will **not** be eligible to apply for a grant during the subsequent period.

- The award checks must be made out to Oklahoma State University. However, they may be presented to the Educator/Project Director in the local county. The Educator would then be responsible for safely transmitting the check to the ASPO at OSU for deposit to their grant account.

- Final reports are due to you prior to the submission of an application for the subsequent year. The Project Director, or Educator, should complete and submit the programmatic portion of the required final report (first page). The financial portion of the final report must be provided by a central OSU office, and Educators should work with ASPO to coordinate the submission of the financial report information. The Educator may either obtain that report early enough to include it with his/her report, or may reference on the second page that the financial portion will be submitted under separate cover directly from OSU offices. Educators would be encouraged to spend their funds as early as possible. Once the funds are expended, the final report can be prepared and submitted at any time during the year. We need not wait until December to do so.