

Finding Extra Funding

A newsletter to enhance OSU Extension Professionals' efforts to write proposals, develop contracts, and manage projects.



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True Funding Stories: Learning the hard way

The set-up: The grant reviewers loved our (three seasoned Extension professionals) proposal but they didn't fund it. In their letter of rejection they praised our idea and our plan and suggested we involve OSU Extension. We were mystified. We are Extension! We submitted it! Were they nuts? What was wrong?

Discovering the mistake: As we reread our proposal we were surprised to find that, except for the title page, we barely mentioned Extension. We named other organizations we would work with, but we did not use the words "OSU Extension" when we referred to the agents and specialists who would be involved. We were so close to the proposal we imagined the words were there. We assumed that whoever read the proposal would know it was an Extension project. **We did not have someone who was NEUTRAL AND UNFAMILIAR with the project read the proposal with a critical eye for these kinds of omissions.**

The Solution: Before we submitted it again, we had several colleagues review our proposal for omissions, incomplete ideas, jargon, and other errors. We made a few critical changes (and added OSU Extension everywhere we could) and received full funding for the project.

Lesson Learned: Ask someone with good language skills and a good critical eye to review your proposals before you submit them. Sometimes you can't see the forest for the trees.

Quotes from people who review grant proposals

If you haven't told us what you want by the end of the third paragraph, chances are you're not going to get it.

John West, Phillips Petroleum Foundation

If I can't understand the title, then I don't fund it.

Whitney Tilt, National Fish and Wildlife Foundation

Focus on Forms - Know what you are signing

What is the Authorization to Seek Off-Campus Funding, RF Form PA-005?

Also known as the "Off-Campus" form, this form must be prepared and submitted to the OSU Research Foundation with each proposal. It documents the approval of your unit, department, and college for the Research Foundation to submit the proposal.

Who needs to use it? Faculty and non-faculty county Extension agents and specialists who submit grant proposals for external supplemental funding needs to complete a PA-005 for each proposal.

Who needs to sign it? In the Department of Extension, the PA-005 must be signed by the Principal Investigator (PI), Co-PIs (if any), county or unit chair where the fiscal duties will be located, and Department of Extension (The director of Extension delegates his authority to the Department chair.) The PI is responsible for the integrity of the information on the PA-005.

What does signing the form mean? Signing the Off-Campus form signifies a promise by the signers to honor the commitments made in the proposal with respect to release time, cost sharing, tuition and fees, availability of department facilities, etc., and to abide by university policy and sponsor rules governing the sponsored program. More specifically, the signers:

1. Authorize the transfer of funds to release time account(s) in the same proportions as is allocated on the form.
2. Certify that the proposed work is consistent with the university unit objectives, that all faculty involved in the proposal have agreed to participate, and that the obligations and commitments described are acceptable.
3. Agree to perform the work in accordance with university and sponsor policies and procedures.

To learn more about the PA-005, to view or download a PA-005, click on the references for the April Newsletter



Have you visited the OSU Extension Grants web page yet?

<http://www.ag.ohio-state.edu/~grants/>

These newsletters will be indexed and archived for your quick use. Print a hard copy and save it in a file cabinet or visit the grants web page where the forms are organized and ready for your quick reference.

Is it a gift, user fee, grant, or contract?

<p>Gift or Donation <i>Donor typically does not require a contract or written agreement</i></p>	<ul style="list-style-type: none"> • Donor may expect donation to be tax deductible and to receive other recognition as an OSU donor • Donor may designate how the funds are to be used • No directly beneficial goods or services are promised to donor • Unused funds are not returned to donor • Processed through OSU Development fund (see Jim Helt) • Depending on the size and conditions of the gift, a separate account may be established
<p>User Fee <i>Associated with individual programs and events</i></p>	<ul style="list-style-type: none"> • Calculate fees to break even covering costs of supplies, meals, speaker fees, room rental, etc. for a realistic number of participants • USDA restricts user fees to incidental costs • Use local unit account to deposit fees and pay bills --except for any honoraria or payroll expenses. • Must provide opportunity for those who cannot afford fee to participate • Do not use funds from fees from one program to subsidize another
<p>Grant <i>Submitted and Handled through Research Foundation</i></p>	<ul style="list-style-type: none"> • Generally a response to a Request For Proposal from sponsor • Involves a written, legally enforceable agreement that is negotiated after proposal is accepted by sponsor • Funds provided in return for services specified by sponsor • Use of funds restricted to specified activities and programs within a specified time frame • Submit completed Authorization for Off-Campus Funding Form PA - 005 to OSURF the same time the proposal is submitted • Budget is reviewed and approved by OSU Extension Business Office
<p>Contract handled through OSU Extension Business Office <i>Allow at least four weeks for contract approval</i></p>	<ul style="list-style-type: none"> • Generally initiated with local partners, not as part of a grant or in response to a Request for Proposal • Not appropriate for projects with federal agencies or that use federal funds channeled through another agency • Involve Resource Development Leader in contract development early • Contracts MUST be approved by: <ul style="list-style-type: none"> • County/Unit Chair where fiscal duties will be • Department of Extension Chair (Dr. B. Ludwig) • Vice President for Business & Administration • Resource Development Leader coordinates review and approval of contracts

Confusing terms

In the world of supplemental funds, there are several words that often are used interchangeably. Here are some examples.

Sponsor, funder, grantor, funding source, granting agency, awarding organization: These are individuals and organizations such as foundations and business, that control and distribute money to other people and organizations to support mutually agreed upon projects and activities.

Soft money, supplemental funds, non-traditional funds, new money: These are monies that become available to support projects and activities that do not come from regular, predictable funding sources. These are often short-term monies that are available for 1-5 years that are earmarked for specific work.

Grant, award, funding: These refer to the money that is received when the sponsor chooses to support a proposal that has been submitted for consideration.

An offer and opportunity

I hope you find this on-line newsletter helpful as you develop your skills related to proposal writing, contract development, budget and project management, and report writing. If you have questions about any part of the processes that surround supplemental funding, others probably wonder too. Ask questions via email, phone, fax or note card. I will search for the answer and will get back to you.

Send me a message that starts with, "Question...I was wondering if you know or could find out..." Include your name, county or unit, title, and a way for me to respond back to you. If your question and answer is posted in this newsletter and on the Grants web page, a Graeter's Ice Cream Coupon will wing its way to you as my way of saying thank you.

Sincerely,
Jackie

Jacqueline E. LaMuth
Interim Leader
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All educational programs conducted by Ohio State University Extension are available to clientele on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or Vietnam-era veteran status.

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