

GRANT PACKAGE PREPARATION PROCESS AT SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION CENTER

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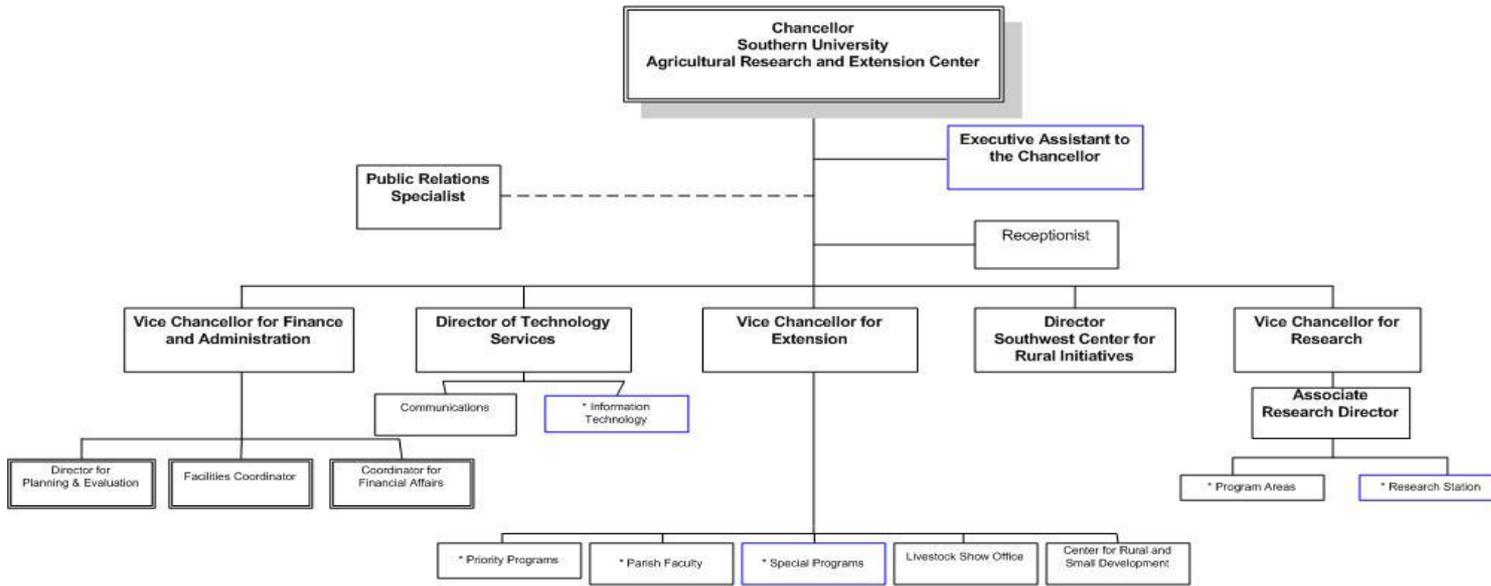
By

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Organizational Structure



Southern University
Agricultural Research and Extension Center
Office of the Chancellor
Organizational Structure



The Organizational Structure of the SU Ag Center

- **The Southern University Agricultural Research and Extension Center (SU Ag Center or SUAREC) has a unique structure.**
- **The Center is an autonomous campus of the Southern University and A & M College System (SU System).**
- **The SU Ag Center is one of five campuses in the SU System.**



SU System Campuses

- **Southern University and A & M College, Baton Rouge (SUBR)**
- **Southern University, New Orleans (SUNO)**
- **Southern University, Shreveport (SUSLA)**
- **Southern University Law Center (SULC)**
- **Southern University Agricultural Research and Extension Center (SU Ag Center or SUAREC)**



- **Each campus is headed by a Chancellor who reports to the System President.**
 - **The System is headed by a President who reports to the SU Board of Supervisors (the governing body).**
 - **SU Ag Center has two Vice Chancellors - the Vice Chancellors report to the Chancellor.**
 - **Vice Chancellor for Research;**
 - **Vice Chancellor for Extension.**
- There are three directors (for Finance; Technology Services; and also for the Southwest Center for Rural Initiatives- SCRI)**



Mission Statement:

The mission of the Southern University Agricultural Research and Extension Center; in its land-grant role, is to conduct statewide basic and applied research and to disseminate information to the citizens of Louisiana in a manner that is useful in addressing their scientific, technological, social, economic and cultural needs.



SUAREC Program Areas

1. Sustainable Agricultural Systems
2. Urban Forestry and Natural Resource Management
3. Nutrition and Health
4. Family and Human Development
5. Youth Development
6. Economic and Community Development

**** These program areas were developed during a 3-day retreat of all SUAREC employees, August 2003.**



Grant Package Preparation Process:

- **Coordinated by the Office of Planning and Evaluation (OPE) in consultation with the vice chancellors and the directors of finance and technology.**
- **SU Ag Center does not enroll students (does not have tuition revenue).**
- **100% of funding comes from grants, contracts, and appropriations.**



- **About 50% reduction in State General Funds since 2008.**
- **Some nominal increase in Evans-Allen Research, and 1890 Extension Funds for the last 5 years.**
- **Obtaining external grants is for survival.**
- **External grants help to hire additional personnel for research, extension and outreach activities.**



Grant Package Preparation Process:

- **OPE and Finance Department conduct grant package preparation workshop at least once a year.**
- **OPE and Finance Department conduct project director's pre-and-post grant award management workshop annually.**
- **Package may be partially completed with general information by OPE.**



Proposal Writing/Submission

- 1. Find or select RFP that interests you.
- 2. Review RFP for specific directions & inform OPE.
- 3. Discuss intent with vice chancellor/designee.
- 4. Develop proposal (including budget, and other collaborative requirements).
- 5. Provide proposal to the Proposal Review & Evaluation Committee (PREC) chair for review/comments.
- 6. Complete proposal – incorporate suggestions from PREC.
- 7. Submit proposal to your VC for approval.
- 8. Submit full budget to finance department for review.
- 9. Submit completed application package (in digital form) with required attachments to the office of Planning & Evaluation for submission.

* Be sure routing form is signed by each office!!!



I-4. Proposal Review Process

- PD finds RFP or may have one suggested by VC, Chancellor, President, etc.
- PD reviews RFP & if interested, provides copy or link to OPE. **OPE partially completes the package** with general information.
- PD discusses idea with VC – to check for time & effort, personnel, matching, alignment with strategic plan goals, etc.
- PD begins proposal development & informs PREC chair about it.



5/6. Proposal Review Process

- Submit proposal to the PREC chair for review **8 weeks** before the proposal is due to the funding agency.
- Provide all necessary documents on time to expedite the process.
- Allow time for this peer review process.
- PREC chair communicates the review committee's suggestions & comments to PD in writing.
- Incorporate suggestions & comments to the final proposal.



7. Proposal Review by VC

- Submit proposal to your VC for review and approval **4 weeks** before the proposal is due to the funding agency.
- Provide all necessary documents on time to expedite the process.
- VC may ask questions about time & effort, matching, alignment of proposal with POW, etc.
- Incorporate VC's suggestions & comments to the final proposal.



8. Budget Review by Finance

- Submit full budget & budget justification to finance dept. for review **2 weeks** before the proposal is due.
- Provide all necessary documents on time to expedite the process.
- Finance may ask questions about time & effort, matching, indirect costs, etc.
- Incorporate Finance Dept's suggestions & comments to the final proposal.



9. Office of Planning/Evaluation www.SUAGCENTER.com

- Complete the application package as required by the sponsor.
- Submit completed package (digital form) to the office of Planning & Evaluation for submission **5 days** before proposal is due.
- Make sure that all required attachments are in their right places. **OPE opens all attachments and reviews package thoroughly for submission.**
- OPE may ask questions about time & effort, matching, indirect costs, etc.



9. Office of Planning/Evaluation

- Replies to application package enquiries in consultation with PD.
- Series of e-mails about the submission will be sent to PD through the AOR (OPE).
- Notes the grants.gov tracking numbers and records them.
- Keeps all e-mails on file for future reference.
- Keeps up with important e-mail from funding agency especially about proposal number.
- Compiles & submits list of CBG to NIFA and compiles reports to Exco, BOS, etc.



Post Award Cycle



- **PD receives award notification**
- **For NIFA grants, Forms 416 & 417 are required and coordinated by OPE.**
- **PD provides Award Letter to Finance Department/OPE**
- **PD completes Account Number Request Form**
- **If sub-award is needed, PD & OPE work to prepare contract agreement**
- **OPE assists PD to apply for no-cost extension on time (6 months before expiration date)**



Keys to a Successful Proposal

❖ Start Early

❖ Team Effort

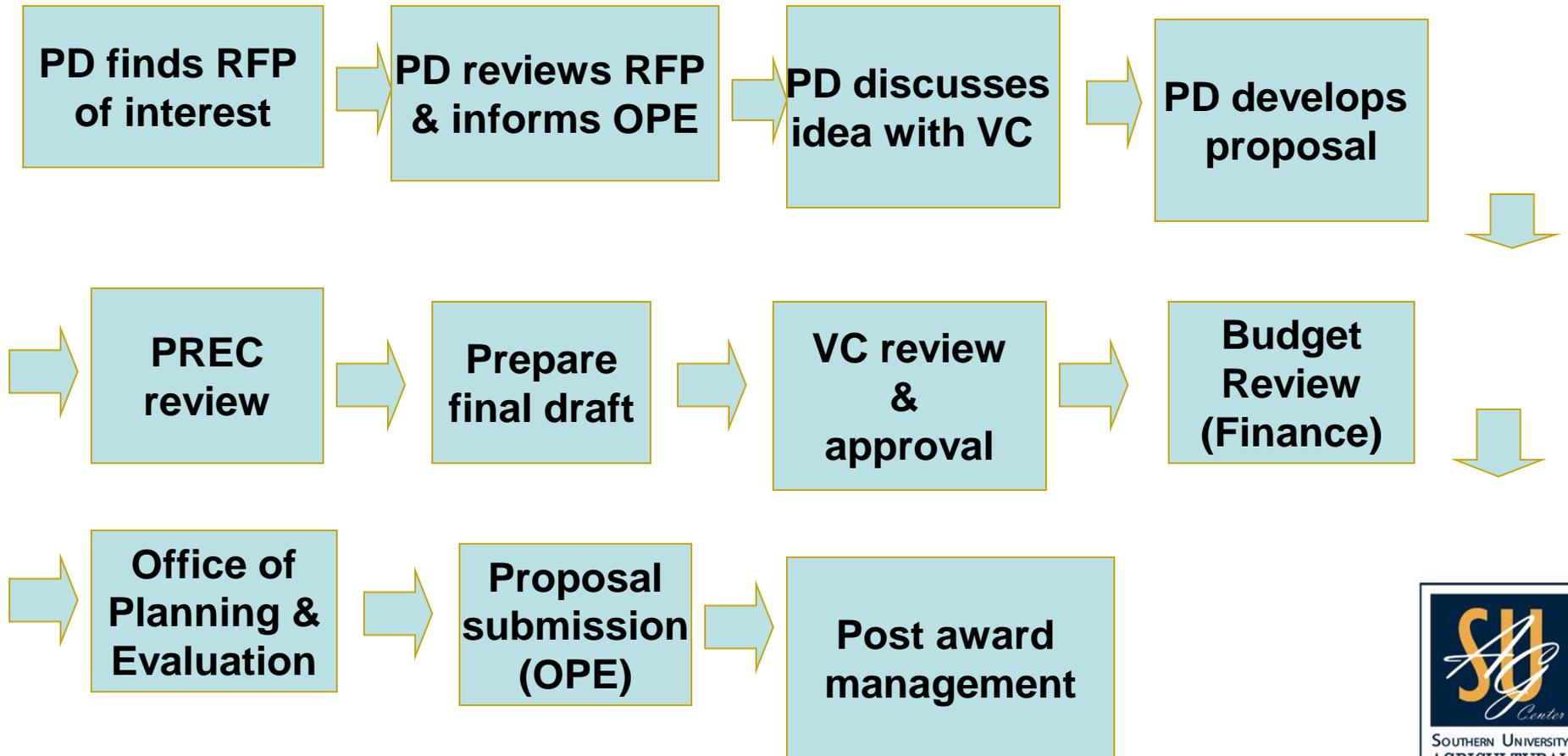
✓ Involve co-PDs, subcontractors, finance, technology, VC, etc.



❖ Cover all your bases up front



Proposal Preparation Process



Some Challenges

- **Inadequate manpower – faculty and staff**
- **Divided loyalty**
- **Some PDs continue to “test” the system**
- **Incorrect calculation of indirect costs**
- **Incessant request for additional information from NIFA’s Award Management Branch**



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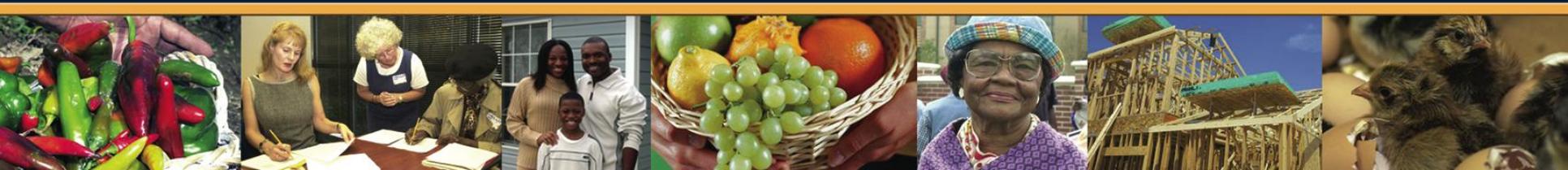
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Linking Citizens of Louisiana with Opportunities for Success

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Questions



THANK YOU



Southern University Agricultural Research & Extension Center

