



# New Awardee Information for Grants Administration – Multicultural Scholars Grants Web Meeting

**January 31, 2008**

**Waterfront Centre, Room 4301**

**800 9th St. S.W.,**

**Washington, DC 20024**

**Presenter: A.A. Trotman**



# Outline for Breeze Macromedia Web Meeting

- **Introductions**
- **Expectations**
  - Grantees
  - Program Office
- **Administration – Management, Monitoring, Reporting, Acknowledgement and Project Directors' Meeting**
- **Feedback**



# Why (Not) Have This Meeting?

PD: Project Director

## Program Office Perspective

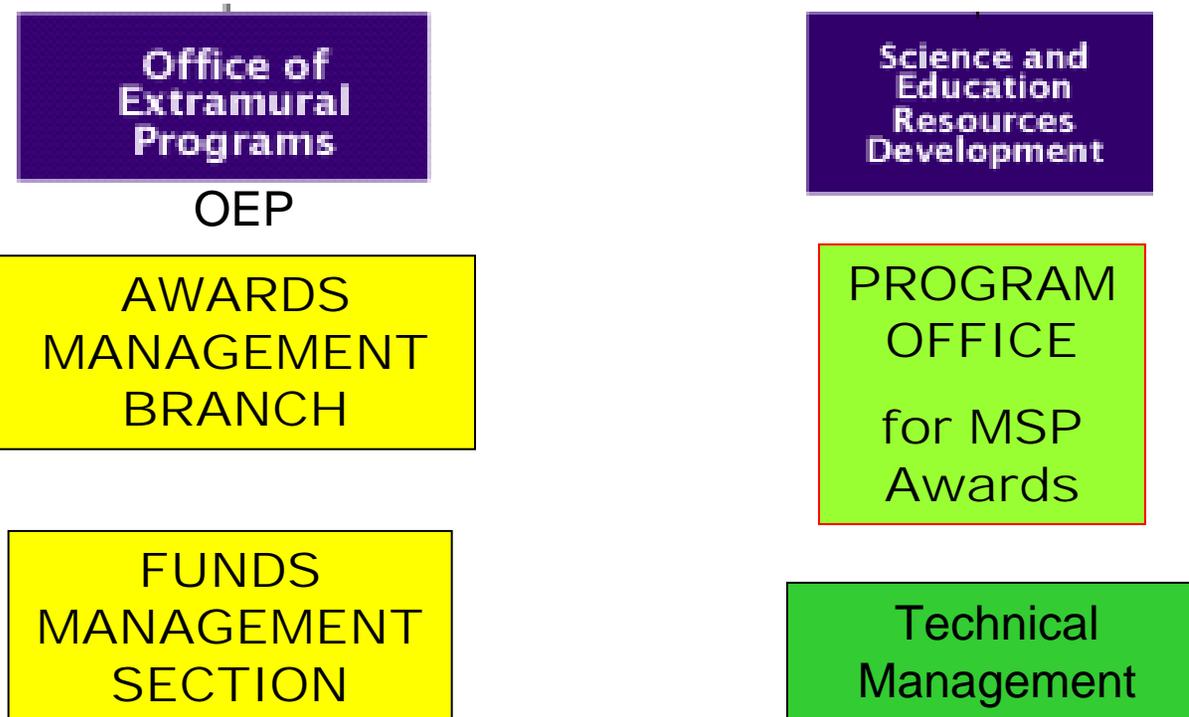
- Where is the information in the accomplishments report that links activities and products to the objectives?
- Why are the grantees not submitting Appointment Forms for student beneficiaries?
- What! Now - 24 months into the award you say you are having problems recruiting students!!!

## Past-PD Perspective

- What do I do now that I have the award?
- I am waiting on the Recruiting Office to get me a "good" student.
- What reporting is overdue?
- What forms are needed?
- Where should the reports be sent?
- Can I increase the stipend?



# Agency Units for MSP Awards Interface



# Management of Your Grant



## Where to Begin:

- Award Notice
- Submitted Application WITH Approved Changes Made Prior to Award
- Approved Budget with Justification
- The FY 2007 Request for Applications (RFA)

# Doing Business with CSREES Award Terms, Etc.



Business with CSREES - Microsoft Internet Explorer

Address: http://www.csrees.usda.gov/business/business.html

United States Department of Agriculture  
Cooperative State Research, Education, and Extension Service

Home About Us Funding Opportunities Forms **Business with CSREES** Newsroom Help Contact Us

You are here: Home / Business with CSREES

## Business with CSREES

**Business with CSREES**

CSREES serves a wide array of public and private organizations and individuals. It issues cooperative agreements and grant awards, responds to requests for various kinds of program and administrative reviews, provides training opportunities, and works with land-grant partners and others on plans of work and other administrative matters. If you don't find the business-related information you're looking for here, you may find it at [Funding Opportunities](#).

- New information is available in response to CSREES' [customer satisfaction survey](#).

For more information about doing business with CSREES, please choose one of the following:

- **Grantee Information**  
GPP Bulletins, FAQs, Award Terms, Federal Regulations...
- **Proposal Review Process**  
Reviewer Guidelines, Review Sheets, Travel Information...
- **Planning and Reporting**  
AREERA, CRIS, REEIS, Stakeholder Input...
- **Formula Funds**  
Hatch, McIntire-Stennis, Smith-Lever...
- **Training Opportunities**  
Grantsmanship Workshops, Administrative Officers Conferences ...
- **Other Business Links**  
NPL State Liaisons, Institutional (Program) Reviews, Jobs...

Cooperative State Research, Education, and Extension Service  
<http://www.csrees.usda.gov>



# Monitoring

- Project Directors' role
  - Managing **timeline** for success (recruitment; mentoring; retention; pipelining)
  - Adhering to **scope** of funded project
  - Aligning student training of Scholar to funded objective(s)
  - Managing **reporting** (project accomplishments; Scholar's progress; Entry/Exit; Impacts)
- Extension of grant period
  - No longer than 5 years



## Recruitment

- **When** – with receipt of the Notice of Award from CSREES
- **Scope** – sign up students committed to training identified in project objectives
- **Who** – can be outsourced BUT remains the management responsibility of the Project Director
- **What** – materials must identify/acknowledge CSREES MSP grant support



## Beneficiary Support

- Note the hierarchy for use of funds;
- Cost-of-Education, additionally can be used as needed to support achievement of funded outcomes;
- SEL: eligible USDA MSP Scholars with a year remaining on the MSP grant award.



# Recruitment & Appointment of Beneficiary

- **Beneficiary Eligibility – all criteria**
  - U.S. Citizenship/U.S. National
- **What is the Appointment Form?**
  - CSREES Form 2010



## Recruitment Interval

- What is the recruitment Interval for MSP grants?
  - 12 months
- Why is the recruitment interval important?
  - If students have not been appointed by 12 months, step may be taken to have the monies, for unappointed scholars, returned to CSREES



# REPORTING

Cooperative State Research, Education, and Extension Service  
<http://www.csrees.usda.gov>



## Reporting Forms

- Where and When Should the Appointment Form be Submitted?
- Where is the Appointment Form Found?

# How Is the CSREES FORM 2010 Used?



Type of Form	Due	Transmittal Method	Where to Send
Appointment or Entry Form For Scholars (Page 1)	CSREES Form 2010: As soon as student is appointed as a Multicultural Scholar	E-Mail Post/Courier Fax	Multicultural Scholars Program Office
Exit Form For Scholars (Page 3)	When student leaves or is terminated as a Multicultural Scholar	E-Mail Post/Courier Fax	Multicultural Scholars Program Office
Annual Update Form For Scholars (Page 2)	Each year on the anniversary of the appointment of the student as a Multicultural Scholar	E-Mail Post/Courier Fax	Multicultural Scholars Program Office

# Where Do You Find CSREES Form 2010?



USDA United States Department of Agriculture  
Cooperative State Research, Education, and Extension Service

research education extension

Home About Us Funding Opportunities **Forms** Business with CSREES Newsroom Help Contact Us

You are here: Home / All CSREES Forms

## Forms

### All CSREES Forms

The list below is a compilation of forms used or required by CSREES. Most of these forms are accessible in other places on the Web site, such as the [Doing Business](#) and [Funding Opportunities](#) sections.

- [Application Forms](#)
- [Formula Fund Reporting Forms](#)
  - [For 1862 Land-Grant Institutions](#)
  - [For 1862 Land-Grant Institutions in the U.S. Territories](#)
  - [For 1890 Land-Grant Institutions](#)
  - [For Tribal Colleges](#)
- [Other Forms](#)

#### Application Forms

Application forms are required as part of the process for submitting proposals that request funding from CSREES. To ensure that you access the appropriate application forms, please note the fiscal year on the front page of the Request for Applications.

For more information about submitting a proposal to CSREES, please see our [Application Information](#) page.

#### Formula Fund Reporting Forms

#### For 1862 Land-Grant Institutions

#### Research

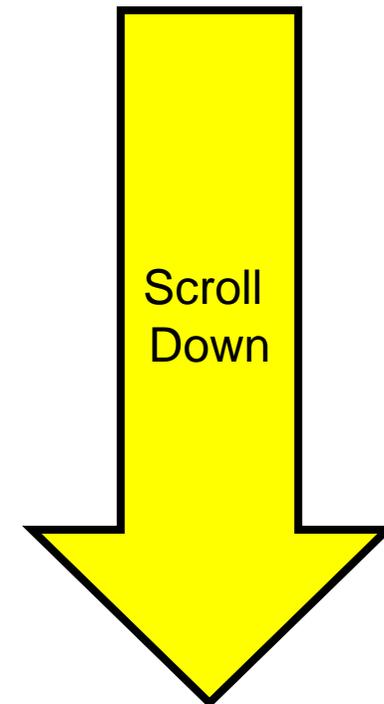
[Animal Health & Disease Research Funds](#) \*/\*\*

**Search CSREES**  
   
◦ [Search Help](#)

**Browse by Audience**  
Information for ...

**Browse by Subject**

- ▶ [Agricultural & Food Biosecurity](#)
- ▶ [Agricultural Systems](#)
- ▶ [Animals & Animal Products](#)
- ▶ [Biotechnology & Genomics](#)
- ▶ [Economics & Commerce](#)
- ▶ [Education](#)
- ▶ [Families, Youth, & Communities](#)
- ▶ [Food, Nutrition, & Health](#)
- ▶ [International](#)
- ▶ [Natural Resources & Environment](#)
- ▶ [Pest Management](#)
- ▶ [Plants & Plant Products](#)
- ▶ [Technology & Engineering](#)



# Where Do You Find CSREES Form 2010?



[Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions](#)

[Form AD-1049, Certification Regarding Drug-Free Workplace Requirements \(Grants\) Alternative I - For Grantees Other Than Individuals](#)

[Form AD-1050, Certification Regarding Drug-Free Workplace Requirements \(Grants\) Alternative II - For Grantees Who Are Individuals](#)

[Certification Regarding Lobbying - Contracts, Grants, Loans and Cooperative Agreements](#)

[Assurances Regarding Human Subjects, Animals, and Recombinant DNA](#)

[Sample Format - Cooperative Agreement Documentation: PDF | MSWord | WordPerfect](#)

[CSREES Form 2010 Fellowships/Scholarships Entry/Exit Form: PDF | MSWord](#)

[Back to Funding Opportunities](#)

Last Updated: 01/28/2008

---

[CSREES](#) | [USDA.gov](#) | [Site Map](#) | [Policies and Links](#) | [Grants.gov](#) | [CRIS](#) | [REEIS](#) | [eXtension](#) | [CSREES RSS Newsfeed](#)  
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [USA.gov](#) | [White House](#)



# Form 2010 – Top Section

UNITED STATES DEPARTMENT OF AGRICULTURE  
 COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE

OMB Approved 0524-0039

## Fellowships/Scholarships Entry/Exit Form APPOINTMENT INFORMATION

Institution:		Grant Number:		Date:	
Project Director:		Telephone:	FAX:	E-mail:	
Fellow/Scholar Name and Permanent Address:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: (Check all that apply)		Ethnicity:	
	Citizenship: <input type="checkbox"/> USA or permanent resident <input type="checkbox"/> Other (specify)	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		
Degree Sought: <input type="checkbox"/> AS/AA <input type="checkbox"/> BS/BA <input type="checkbox"/> DVM <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate					
Declared Major:			Minor:		
Date Enrolled: (mm/dd/yyyy)					
Official Stipend Dates:					
Began (mm/dd/yyyy)					

## Submission of Annual Update for Scholar



- **Each Year** of the award, the PD submits information about the progress of EACH beneficiary on the grant funded project
- Information is sent directly to the PROGRAM OFFICE and not to the Awards Management Branch/OEP



# Submission of Appointment Form for Scholar

- What form is needed?
- \_\_\_\_\_
- Where should the form be sent?
- \_\_\_\_\_



## Other Student-Centered Reporting Requirements

- Progress of Scholars – available only to the Program Office
- Do Not Report Individual Student Progress Using Publicly Accessible Portal
- Outcomes Report – Scholars submit an accomplishments report after completing training activity where SEL funds were used

# Funded Grant Accomplishments Reporting Requirements



- CRIS Submission – publicly available to all with access to the Internet
- What should be reported?
  - - accomplishments on the graduate training project;
  - - progress towards meeting the objectives; and
  - - alignment with program purpose and goals

# Project Accomplishments Reporting: Web-based using CRIS



<p><b>Annual Accomplishments Reporting On Award Project Management to Meet Grant Objectives and MSP Program Goals</b> (Not Academic Progress of the Individual Student)</p>	<p><b>CRIS Web Forms Site</b> <a href="http://cwf.uvm.edu/cris/">http://cwf.uvm.edu/cris/</a> Accomplishment Report on meeting objectives of the grant is due on the anniversary of the award i.e. each year on the effective date of the award (found on the Notice of Award).</p>	<p><b>Current Research Information System (CRIS)</b></p> <p>From the menu please select:</p> <ul style="list-style-type: none"><li>● Accomplishments Report</li><li>● Select your state</li><li>● Your participating site is: SERD</li><li>● The password is: teach</li><li>● You will need to enter the agreement number, the investigator last name, and an email address in order to proceed.</li></ul>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



## Financial Reporting

- For any award, the awardee institution completes financial reporting (SF 269) as required under the Terms and Conditions of the Award
- The reporting information in the award document is usually submitted by your institutional Grants and Contracts (Sponsored Programs) Office



## What is the responsibility of the PD in financial reporting?

- PDs should follow-up to determine that reporting on their awards is made

### Why is this important?

- Should you submit an application for future funding, untimely reporting can impact subsequent award processing

# Finding CSREES' Education Resources



Business with CSREES - Microsoft Internet Explorer

Address: <http://www.csrees.usda.gov/business/business.html>

United States Department of Agriculture  
Cooperative State Research, Education, and Extension Service

research education extension

Home About Us Funding Opportunities Forms Business with CSREES Newsroom Help Contact Us

You are here: Home / Business with CSREES

## Business with CSREES

**Business with CSREES**

CSREES serves a wide array of public and private organizations and individuals. It issues cooperative agreements and grant awards, responds to requests for various kinds of program and administrative reviews, provides training opportunities, and works with land-grant partners and others on plans of work and other administrative matters. If you don't find the business-related information you're looking for here, you may find it at [Funding Opportunities](#).

- New information is available in response to CSREES' customer satisfaction survey.

For more information about doing business with CSREES, please choose one of the following:

- Grantee Information**  
GPP Bulletins, FAQs, Award Terms, Federal Regulations...
- Proposal Review Process**  
Reviewer Guidelines, Review Sheets, Travel Information...
- Planning and Reporting**  
AREERA, CRIS, REEIS, Stakeholder Input...
- Formula Funds**  
Hatch, McIntire-Stennis, Smith-Lever...
- Training Opportunities**  
Grantsmanship Workshops, Administrative Officers Conferences ...
- Other Business Links**  
NPL State Liaisons, Institutional (Program) Reviews, Jobs...

Done Internet

Cooperative State Research, Education, and Extension Service  
<http://www.csrees.usda.gov>



## Pertinent Reference Information

- **Annual MSP Program Summaries**  
[http://faeis.ahnrit.vt.edu/hep/hep\\_grants.shtml](http://faeis.ahnrit.vt.edu/hep/hep_grants.shtml)
- **Abstracts of Past-Funded MSP Projects**  
<http://cris.csrees.usda.gov>
- **CSREES Funding Opportunities Page**  
<http://www.csrees.usda.gov/fo/funding.cfm>
- **MSP Funding Opportunities Page**  
<http://www.csrees.usda.gov/fo/multiculturalscholarshp.cfm>
  - **More Information Page (Coming Soon)**



# Acknowledging Award Source

Cooperative State Research, Education, and Extension Service  
<http://www.csrees.usda.gov>

# How To Acknowledge Grant Support from CSREES



- **Training Program supported, in whole or part, through grant funds must acknowledge the funding source.**
- Be sure to review the terms and conditions for your respective award (which differ somewhat depending on the institution receiving the award). ***Terms and conditions are available from the CSREES web site.*** These are also included in the RFA each year if you are not certain which version applies in your case.

# How To Acknowledge Grant Support from CSREES



- Along with the current CSREES logo, the following acknowledgment of CSREES support must appear in the publication of any material, whether copyrighted or not, and any products produced in electronic formats (e.g., World Wide Web pages, computer programs, recruitment flyers, etc.) which is substantially based upon or developed under this award:
  - "This material is based upon [work] supported by the Cooperative State Research, Education, and Extension Service, U.S. Department of Agriculture, under Agreement No. [the awardee should enter the applicable award number here]."

# Acknowledging CSREES Grant Support . . .



In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must contain the following statement:

- "Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture."
- **The awardee is responsible for assuring that an acknowledgment of [agency] support is made during news media interviews, including popular media such as radio, television and news magazines, that discuss in a substantial way work funded by this grant.**



## Acknowledging CSREES Grant Support . . .

In addition, all products from student training, including experiential opportunities, supported through grant funds should acknowledge the source of such support:

- The awardee is responsible for assuring that an acknowledgment of [agency] support is made by beneficiaries (MSP Scholars) for work/training funded by the CSREES grant.



# Education Grants Project Directors' Meeting

- Upcoming Project Directors' Conference to be held concurrently with annual North American Colleges and Teachers of Agriculture (NACTA) Conference
- 2008 – Utah State University (June 10-13) - <http://www.usu.edu/aste/nacta/>
- 2008 NACTA Call for Abstracts: <http://www.nactateachers.org/Call%20for%20NACTA%20and%20SERD%20Abstracts.pdf>
- 2009 – To be announced