K·STATE
Research and Extension

Responsibilities for Extension Council/District Administration of Extramural Funds Form

This discussion form should be completed by the County/District Extension Director, Extension Council Executive Board/District Governing Body Chair, and Area Extension Director during the very initial stages of the proposal development process. Some extramural funds are available only to Councils and Districts, and not to the University. Some funds are only available through the University. Other funds can be administered by either partner. This form is for use in determining whether extramural funds for a particular proposal are best administered through the Council/District or the University. This discussion form is not exhaustive, and there may be other issues that need to be addressed.

NOTE: If the grant and/or project objective includes research or any other activity that involves any of the compliance issues associated with the use of human subjects*, radioactive materials, live vertebrates, or biohazard agents, then the proposal must be processed through the University in order to insure that the University maintains compliance with all applicable statutes and regulations. [*Human subject's use includes the performance of surveys, interviews, etc., and the use of live vertebrates includes activities performed that involve lab animals, as well as food/farm and companion animals].

QUESTIONS: (These questions refer to all sources of extramural funds, whether derived from grants, contracts, reimbursements from other agencies or other sources of funds, excluding gifts.) **If any of these questions are answered "No", then the proposal must be processed through the University.**

1. Is the Council/District willing to assume financial responsibility for the grant, including the cost of a special audit if required?
2. Does the Council/District have the cash flow capacity to handle a cost-reimbursable grant?
3. Does the Council/District have trained support staff to handle grant accounting and reporting?
4. Does the Council/District have staff capacity to meet the grant obligations if the original primary agent leaves the system?
5. Does the Council/District have the knowledge to comply with audit and accountability requirements imposed by the granting source?
6. Does the Council/District have adequate resources available to meet and document match commitments, if required?
7. If the grant is being awarded to a multi-county area is there one Council/District willing to assume the financial and reporting responsibility?
8. Does the grant enhance the plan of work for the Council/District and do the agents involved have time available to dedicate to the project?
9. Can the proposed project/activity be performed within the Sponsor's grant/agreement guidelines without the specific formal commitment of time and effort including anticipated sub-contractual arrangements) of any K-State Research and Extension employees?

Funding Agency/Program Identifiers _____

Anticipated Proposal Title _____

Anticipated Submission Date and Duration _____

_____ _____
County/District Director Date

_____ _____
Extension Council Board Chairman/Governing Body Chair Date

_____ _____
Area Extension Director Date