



United States
Department of
Agriculture

National Institute
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and Agriculture

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Top Ten Tips for Managing Grants at Tribal Colleges

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Today's Tips are from a High Level Perspective

- We are using a Top Ten Format
- More detailed information will be provided by NIFA in webinars in the coming months
- Questions will be answered at the end of the presentation



#10

Use your Administrative Point of Contact to address any questions or concerns about your award

- Tribal liaisons
- Contact information is on block 14 of the Award Face Sheet



#9

Strive to actively communicate with NIFA staff

- Involves timely responses by both NIFA and tribal colleges
- Helps awards and post award actions get processed quickly



#8

Use Quarterly Reports as a tool to manage your awards

- Excel Spreadsheet Developed by our Program staff contains very valuable information
- Administrative Point of contact can verify and implement project changes



#7

Seek Tribal Approval for Research Awards

- A signed letter of understanding and approval from the tribal or community office is needed prior to award approval
- If a signed letter is not available at application, evidence of attempts to inform and seek approval will be required
- Also needed: Stakeholder input and an agreement between the institution and the partner institutions



#6

Submit required reports on time

- ✓ NIFA will withhold funds on awards if a PD has overdue reports
- ✓ Award Terms and Condition dictate due dates and reporting requirements
- ✓ Post award actions will not be processed until late report issues have been resolved



#5

Foster internal communications between Project Directors and the Finance office

- ✓ Finance office has knowledge of rules and regulations
- ✓ PD needs to know if drawdowns are occurring
- ✓ Both parties must work together to administer Federal awards



#4

Work to prevent the loss of funds

- ✓ Statutory time limits can cause problems
- ✓ Employee turnover is a contributor
- ✓ Watch the end dates of your projects



#3

Seek and read the information on the award document and amendments

- ✓ Cites regulations and terms and conditions
- ✓ Funds withheld, PD conference attendance
- ✓ Details project period of performance and points of contact



#2

Carefully read the Request for Application

- ✓ Contains very specific programmatic information
- ✓ Also use Application guidelines
- ✓ Revisiting the RFA after the receipt of an award can help you manage the award



#1

Use succession planning when PD and/or Finance staff changes

- ✓ REEPort is PD driven
- ✓ NIFA email communications are based on PD's and AR's
- ✓ Create/use Standard Operating Procedures when project turnover occurs



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Questions?