

# LIFE CYCLE OF AN AWARD

## Session #55

Presented By

**Susan Bowman**

Cooperative State Research, Education, and Extension Service

**B. Joan Goodman**

Southwestern Indian Polytechnic Institute

**Henry Thompson**

Chief Dull Knife College



United States  
Department of  
Agriculture

research



education



extension



# CSREES



Cooperative State **Research, Education, and Extension** Service

[www.csrees.usda.gov](http://www.csrees.usda.gov)

# MISSION STATEMENT

## Awards Management Branch (AMB)

- To support our customers with expertise and resources and to facilitate the Federal assistance process to promote agricultural programs in Research, Education, and Extension.





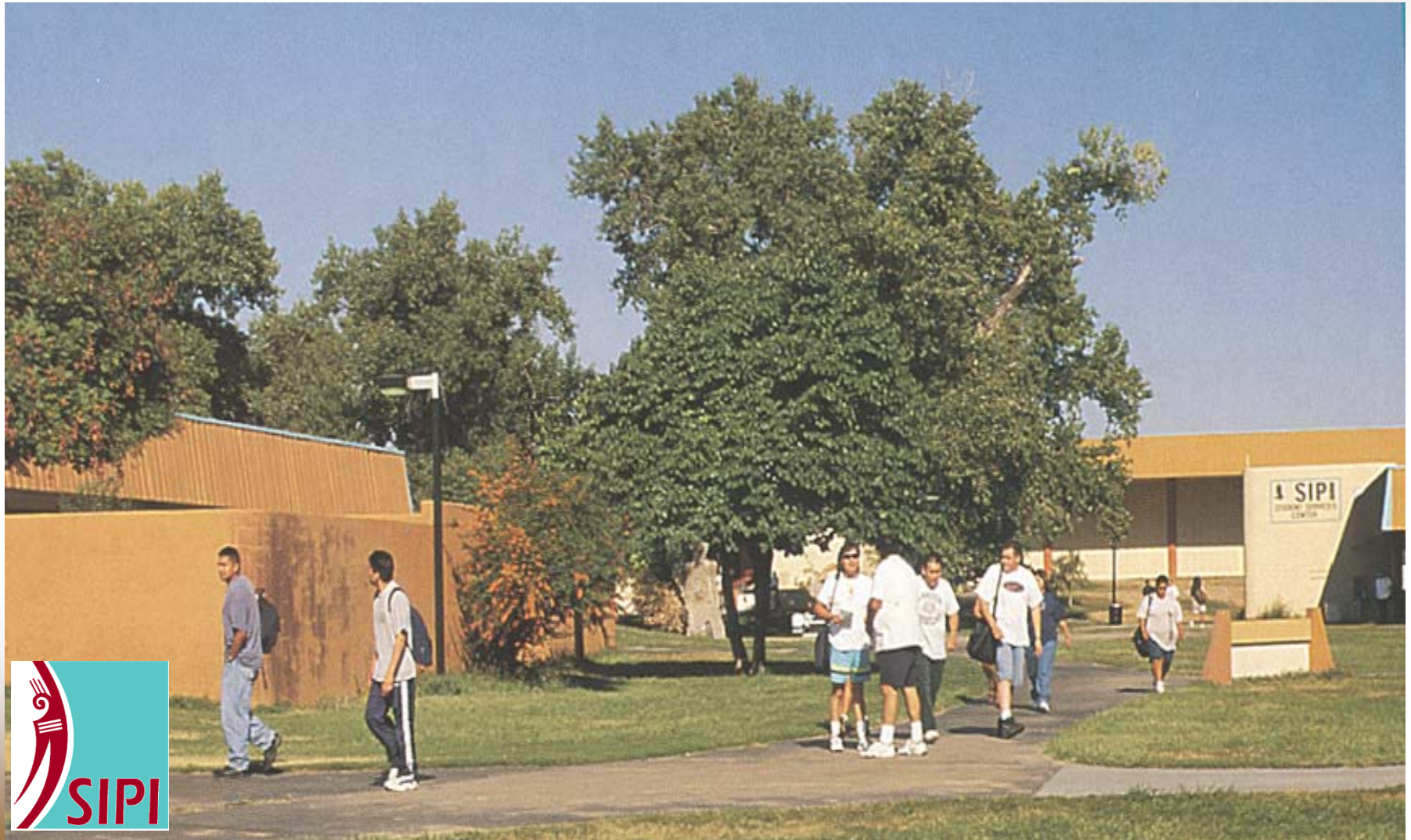
# LIFE CYCLE OF AN AWARD

- National Program Leader (NPL) Develops Request For Applications (RFA)
- RFA is reviewed by Office of Extramural Programs (OEP)
  - Policy Section
  - Awards Management Branch (AMB)
  - Concerns Discussed between OEP and Program
- RFA is posted at [grants.gov](https://grants.gov) by the Policy Section



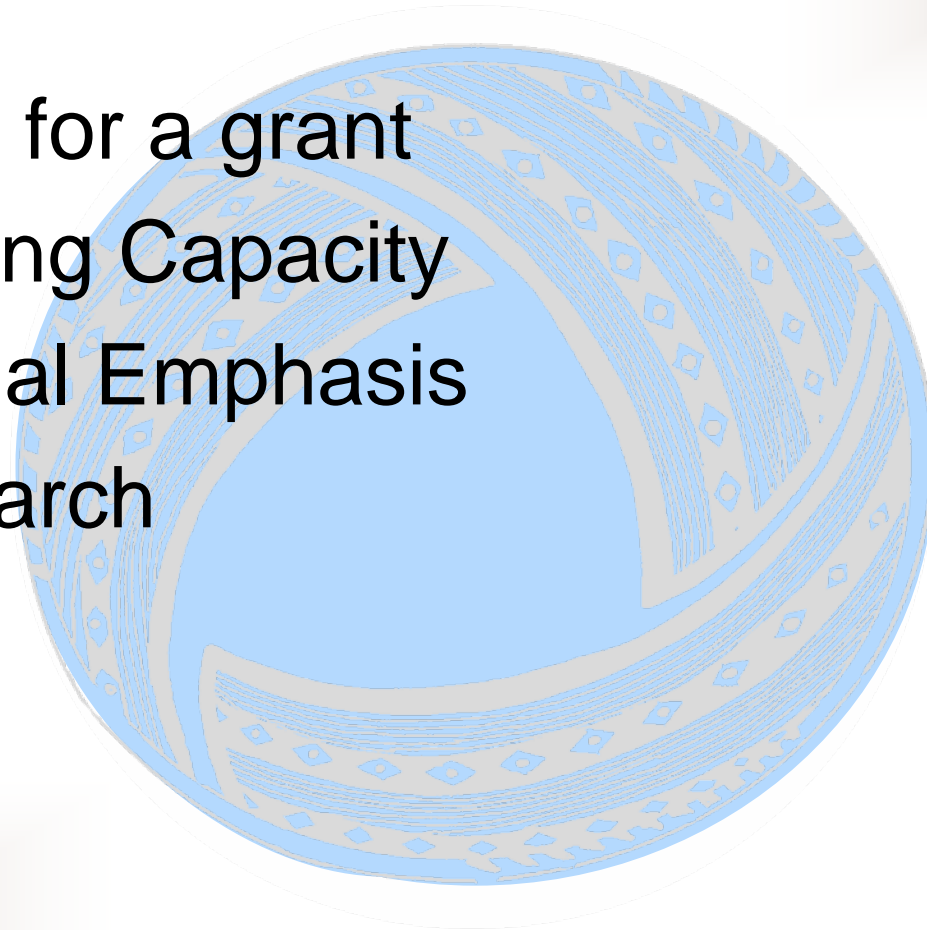


# Southwestern Indian Polytechnic Institute



# LIFE CYCLE OF AN AWARD

- Applying for a grant
  - Building Capacity
  - Special Emphasis
  - Research



# LIFE CYCLE OF AN AWARD

- Writing the Proposal
  - Soliciting the stakeholders
  - Situation
  - Developing objectives and budget
  - Developing a strong evaluation plan





# LIFE CYCLE OF AN AWARD

- List the objectives
- List what you did
- How did you evaluate it?  
Quantitative- Attendance, etc.  
Qualitative- Surveys, interviews, anecdotal
- Outcomes-What happened?
- Impact- So what?





# LIFE CYCLE OF AN AWARD

- Submitting a grant proposal thru grants.gov by designated deadlines
  - Be sure to download PureEdge Viewer
  - Download Grant application package and instructions.
  - ALL ATTACHMENTS MUST BE CONVERTED TO PDF.





# LIFE CYCLE OF AN AWARD

- NPL Role
  - Panel Selection
    - Dates/Members
    - Diverse Group
    - Expert in their field
- NPL Accepts Proposal from [grants.gov](https://grants.gov)
  - Proposal must be Submitted before  
**DEADLINE**



# LIFE CYCLE OF AN AWARD

- Panel
  - Meets/Recommendations
  - Funding
  - Clarification of Information
  
- NPL
  - Recommends Award
  - Deputy Administrator Approves Recommendation



# LIFE CYCLE OF AN AWARD

- AMB
  - Grant Specialist Reviews Proposal
    - Documents
    - Allowable/Reasonable Costs
    - Additional Information/Clarification – Authorized Representative
    - Forwards to Authorized Departmental Officer for Review and Signature





# LIFE CYCLE OF AN AWARD

- Funds are Obligated
- Notification to Recipient
  - E-Notify
  - Paper

# LIFE CYCLE OF AN AWARD

- AOR and Project Director notified
- Staff working on award meet to review
  - Give copy of award notification, facesheet, budget and budget narrative to business office, accountant, or awards management office.
  - Establish a timeline



# LIFE CYCLE OF AN AWARD

- Business office sets up an account
- Drawdown of funds
- Quarterly Reports
- Final Reports

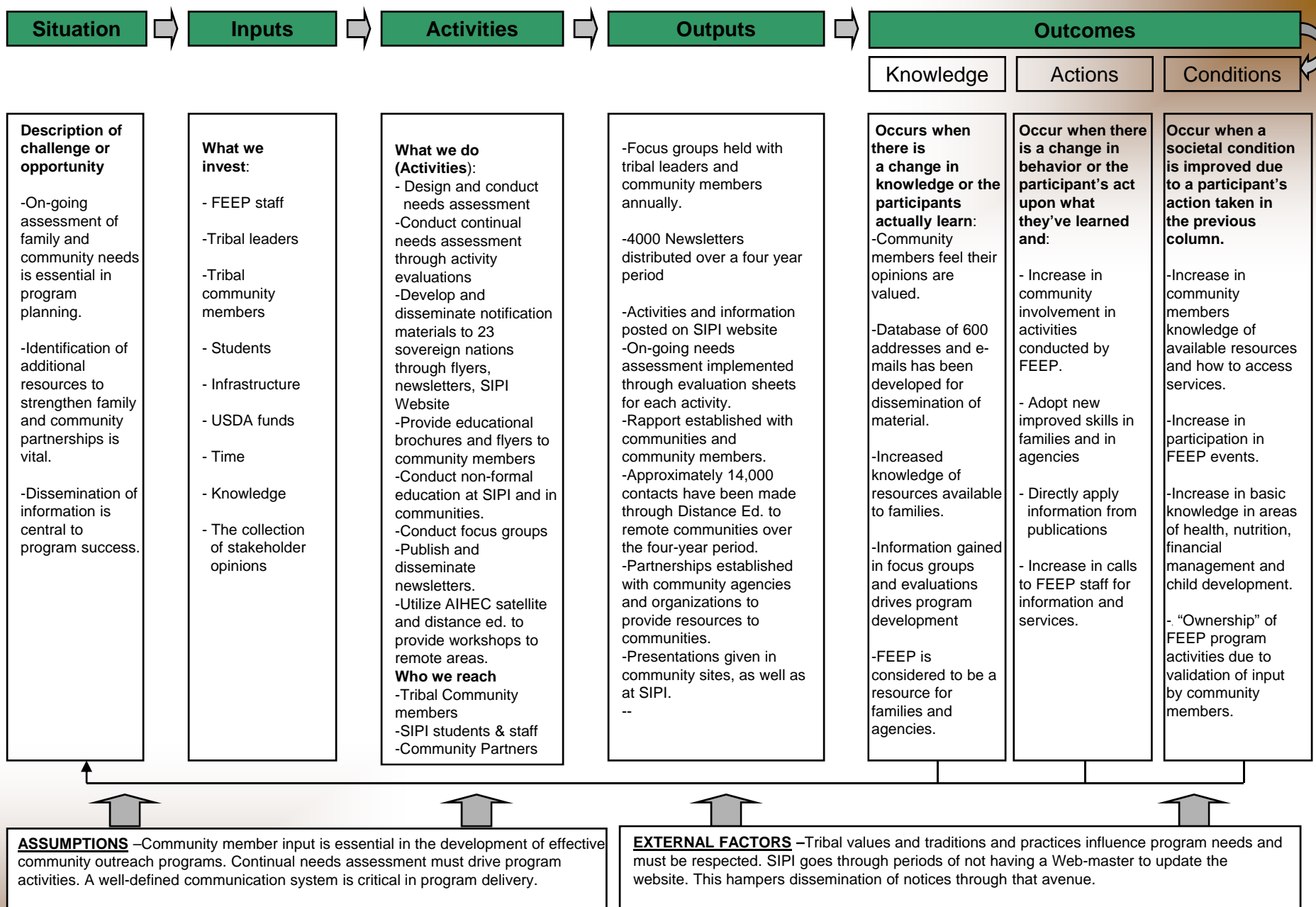


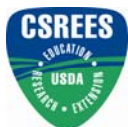
# LIFE CYCLE OF AN AWARD

- Evaluation is qualitative and quantitative
- Annual Progress reports are submitted to CRIS
- Final Technical report is submitted to CRIS upon completion of award.









# LIFE CYCLE OF AN AWARD

- Post Award Management
  - No-Cost Extension
  - Release of Funds
  - Budget Changes
  - Project Director Changes
  - Reporting
  - Close Out