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
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
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
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
Questions?