

Extension Shared Credit & PSRS Approval Determinations

Determining Pre-Award Grant Administrator:

Once a PI has decided to submit a grant proposal, the grant administrator from their division or college will work with them to determine which grant administrator will be the primary contact for the submission based on the following considerations:

- Generally, the division or college that pays the majority of the PI's salary will process the pre-award submission, as well as handle the post-award administration for the project.
 - Exception to this rule:
 - Currently, all EANR projects (other than those in which the lead PI is a regional Ag faculty as their projects are placed on the regional deptid) are handled by Extension for the pre-award processes, but handled by CAFNR for the post-award administration.
- In the event that a primarily Extension funded PI is submitting a grant for Basic Research or Instructional (for academic credit) purposes, the project will be submitted and administered through the appropriate College instead, as these goals are not in line with the Extension mission.
 - In this case, the College would receive 100% of the shared credit, but the PSRS should still include Extension Division Administrators so that all parties are aware of the project. Funding split updates may be necessary; it may be appropriate to reduce the PI's Extension effort due to this work.
 - Extension projects can still include Instructional work on Integrated projects, assuming it is less than 80% of the overall budget. If the Instructional portion is at least 80%, then the entire project will be considered Instructional and the above rule would apply.
- In the event that a project is using Extension's statewide infrastructure or is considered capacity funds for Extension, then Extension would receive 100% of the shared credit.

Determining Shared Credit:

The PI should make an initial decision as to who on the project (Co-PI's, Key Personnel, etc.) should receive shared credit, and they should have conversations with the other individuals to determine what the appropriate distribution should be amongst them. Shared credit distributions should be based on intellectual contribution to the project, not based on effort/salary toward the project. Once everyone is in agreement, they will relay these distributions to their grant administrator.

Once the shared credit distributions have been determined by the PI, the grant administrator will further split each individual's shared credit based on their funding lines from the annual budget submission; grant funding will be included in the distribution. In most circumstances, shared credit will not be updated due to funding changes during the life of the project; the splits determined at the time of the proposal will remain in place. Below are situations in which there would be an exception to this rule:

- An MOU is in place with the applicable College that states otherwise.
- Shared credit will not be distributed to non-academic units.

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- Other rare exceptions to this rule would require request and approval to the grant administration by the Director prior to the data entry of the proposal into the grants module.

Determining PSRS Approvals & Notifications:

- It is expected that PI's with split appointments will have approvals from all Division Administrators on all projects regardless of scope of work.
- Program Directors are approving all proposals regardless of PI.
- Additional approvals/notifications are occasionally required:
 - Regional Faculty:
 - If a CES is the lead PI, the Regional Director should approve the proposal.
 - Any other time regional faculty are included as key personnel on a project, Regional Directors should be notified of the proposal, but will not be required to approve.
 - Education Directors should be notified of proposals in which Field Specialists are included.
 - The Program Director is to decide when Education Directors and/or Fiscal Officers should be notified of or be required approvers on proposals within their Unit.

Other Considerations:

- It is expected that the PI's (and all other relevant individuals) appropriate effort will be included in the budget as a direct expense to the sponsor, when salary is an allowable cost. It is understood that sometimes the maximum allowable budget is not adequate for including salary compensation, but that it will be an expense when possible and appropriate.
- It is expected that cost share is included only when it is required by the sponsor. The Extension grant administrator will include relevant information in the PSRS email for approvers to review when voluntary cost share is included.
- When GRA tuition is an unallowable cost per the sponsor, it will be included in the PSRS as match for internal tracking purposes.
- The University's federally negotiated indirect rate will be included within the budget, except when published restrictions are in place by the sponsor on non-federal funds. RUC's will only be filed under very unique circumstances, and are not to be a regular occurrence.
- A University grant generally supports and offsets University resources. We do allow exceptions for offsetting county resources when the grant originates at the county-level (generally a CES) but cannot be accepted by the county. The Extension Budget Director's approval for this will be required at the time of proposal. If awarded, the appropriate post-award team, and other fiscal and HR staff will be notified.

Specific to Program Areas:

- Ag & Environment

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- Grant administrator will refer to Working Title list when department is unclear for regional faculty.
- Anytime Ag Ext Social Sciences is used, notify Joe Parcell and Caitlin Carr.
- For off-campus faculty that are not specifically a CES or a Field Specialist (Ex: Extension Instructor) -treat shared credit the same as a Field Specialist.
- Youth & Family
 - The 4-H Center Director is the required Dean approver for Youth proposals, and the Youth & Families Senior Program Director is the required Dean approver for Nutrition & Health and Home & Families proposals.
 - Extension will process Healthy Homes proposals, even though the current PI is not primarily paid by Extension.
- Business & Community
 - The DASS Business Manager and the DASS Division Director need to approve all ECD proposals (DASS, ExCEED, Community Development).
 - Grant administrator will refer to Working Title list when department is unclear (DASS vs. CD, etc.).
 - When the lead PI is a CES or field specialist, ask the Program Director who should manage the grant (which deptid to use for the project).
- Health & Safety
 - Extension will process the Community Health Senior Program Director's proposals, even if they are not primarily paid by Extension.
- Conference & Institutes
- Program Development & Delivery
 - For CARES proposals, add Chris Fulcher as a required approver.
- Non-Extension
 - Wellness Resource Center:
 - Extension will administer both the pre-award and post-award processes per an MOU between divisions.
 - 2% of shared credit on every proposal will be given to the Extension Vice Chancellor deptid.
 - Jamie Shutter to be added as a required approver.