

# External Funding

*A Guide for Faculty & Principal Investigators with the  
University of Missouri Extension*

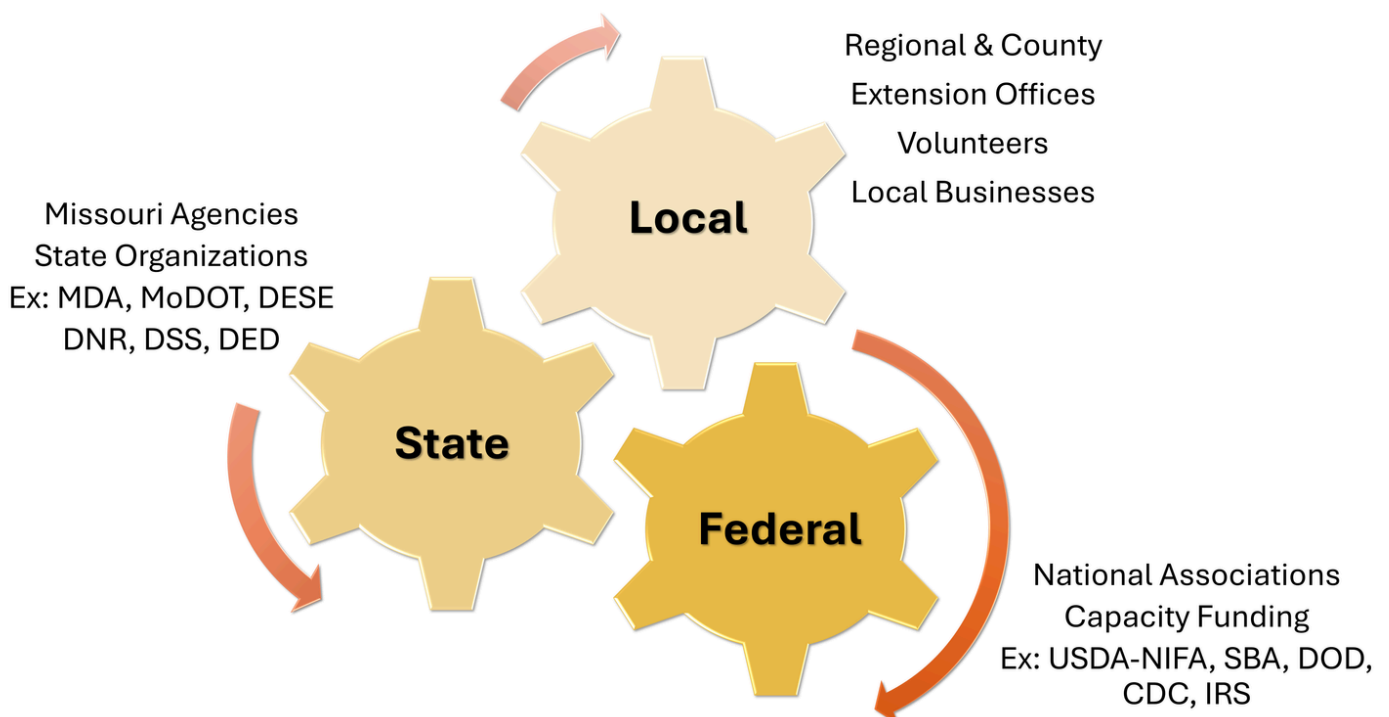


**Extension**  
*University of Missouri*

Cooperative Extension is operated through Land-grant Universities in partnership with federal, state and local governments. Through the innovations and ideals of the University of Missouri, **MU Extension improves lives, businesses and communities** by focusing on solving Missouri's grand challenges around agricultural growth and stewardship, economic opportunity, educational access and health and well-being. This work can be accomplished due to a variety of funding sources.

Cooperative Extension partners with federal, state and local funders to support programming efforts and combines these resources to deliver MU Extension's mission.

Extension leverages current funding to attract new resources. The impact of our general MU allocation is maximized when combined with additional funding from federal and state agencies, local county partners, as well as private foundations and corporations. **External funding can dramatically expand the resource base from which we deliver MU Extension's mission.** Combining resources enables greater outcomes and further reach than would be possible with any single funding source.





# Funding Types

<p><b>Grants</b> (Sponsored Activity)</p>	<p>This funding is for a specific, defined purpose and has a set timeline with objective deliverables. The sponsor (funder) requires fiscal tracking, reporting or auditing in regards to detailed expenditures and/or completed activities. A proposal application is usually submitted to the sponsor before an agreement or award is issued.</p> <p>If the work is classified as research, it will always be considered a grant. When outreach components are included for applied research projects, off-campus faculty should typically be included in the proposal.</p>
<p><b>Contracts</b> (Fee for Service)</p>	<p>Similar to a grant, an agreement is typically signed by both parties involved and is for a specific purpose. However, the funder does not require a detailed budget or expense reporting; instead, one overall cost estimate is provided and agreed upon. Some programmatic reporting may be required, but it is generally less involved and does not include the same potential legal ramifications.</p> <p>Overall, this results in less administrative burden and allows for more flexibility in completing the scope of work.</p>
<p><b>Gifts</b></p>	<p>This financial assistance is provided to support Extension's overall mission or broad goals related to a program area. There are no detailed expectations or deliverables and the funder does not require fiscal or programmatic monitoring, specific effort or personnel commitments, certifications of expenditures, etc.</p>

Off-campus faculty may have more opportunities for Fee for Service contracts since local sponsorships are a common result of relationship building through community programming. This avenue does not typically require a competitive submission process and the terms can often be more simplified.

Extension employees cannot sign on behalf of the University or the Extension council. All applications and agreements requiring an MU signature must be signed by an authorized signer (AOR) in Business Services (Contracts) or Sponsored Programs Administration (Grants).

Each of the above funding avenues can be accepted by either the University or a County Council, depending on programmatic and personnel commitments as well as the reporting and legal complexity. Grants are often the most complicated in terms of preparing applications, negotiating legal language and delivering programmatic objectives, so it is worth taking a deeper dive into grant specifics.



# Grants: Overview

Sponsored Programs Administration (SPA) reviews, submits and oversees all external grants on behalf of the University of Missouri (MU). Extension collaborates with SPA and assists Principal Investigators (PI) throughout the lifecycle of managing these submissions and awards. Extension’s support includes:

- **Pre-award** activities such as providing tools to find funding, preparing detailed proposal budgets, reviewing grant guidelines, completing institutional and fiscal components of applications, evaluating compliance criteria, gathering internal approvals, etc.
- Once MU has a fully executed award, our **post-award** teams review contract requirements, make salary/payroll adjustments, provide routine budget and expenditure reports, process contractual agreements, determine appropriate spending methods, approve transactions, etc.



# Grants: Key Information

<b>Timeline</b>	Proposal documentation is due to the pre-award team at least 10 business days prior to the sponsor’s deadline.	
<b>Submission Criteria</b>	<p><u><i>University Submission</i></u></p> <p>An application submission must go through pre-award if any of the following apply:</p> <ul style="list-style-type: none"> <li>● A detailed budget is required (anything more than one overall estimated amount).</li> <li>● An authorized signature is required.</li> <li>● Match (cost share) is included.</li> <li>● It is a limited submission (i.e. there is a restriction on the number of applications an organization can submit).</li> </ul>	<p><u><i>MU vs. County Council</i></u></p> <p>A grant should go through the University if any of the following apply:</p> <ul style="list-style-type: none"> <li>● Includes specified University personnel time/effort.</li> <li>● Includes programmatic commitments that need oversight by a state specialist or education/program director.</li> <li>● Requires fiscal tracking and/or reporting that exceeds the county’s ability to manage.</li> <li>● Includes legal language or terms the council cannot meet.</li> </ul>

<p><b>Indirect (F&amp;A)</b></p>	<p><u>Definition</u></p> <p>Expenses that support MU's ability to obtain and manage external funding but cannot be included as a direct cost to one particular project.</p>	<p><u>Applicable Rates</u></p> <p>MU has federally negotiated indirect rates for different project types. These are used unless there is a published restriction by the sponsor or on the source of funding.</p>
<p><b>Match (Cost Share)</b></p>	<p><u>Definition</u></p> <p>Match is a specified commitment to the project in addition to what the primary sponsor is covering.</p> <p>Only included when it is mandatory to receive an award; it will not exceed the sponsor's requirement.</p> <p>All match must be fully approved by the appropriate Extension directors prior to a proposal submission.</p>	<p><u>Sources &amp; Types of Match</u></p> <ul style="list-style-type: none"> <li>● <b>Cash match:</b> Funds that will be spent and documented as expenditures.</li> <li>● <b>In-Kind:</b> Non-monetary contributions such as donated space or volunteer hours.</li> <li>● <b>University match:</b> Match provided by MU. Can be in the form of cash and/or in-kind.</li> <li>● <b>Third party:</b> Match provided by an organization other than MU. Can be in the form of cash and/or in-kind.</li> </ul>
<p><b>Effort vs. Shared Credit</b></p>	<p><u>Effort</u></p> <p>Reflects the estimated amount of time an individual will spend on a project and is included in the budget for all relevant personnel.</p>	<p><u>Shared Credit</u></p> <p>Reflects the intellectual contribution and overall shared responsibility for executing a project. Typically only allocated to the PI and key personnel.</p>

A University grant generally supports and offsets University resources. MU Extension does allow exceptions for offsetting county resources when the grant originates at the county-level but cannot be accepted by the county.

**Before seeking grant support,** discuss the proposed scope of work with your Senior Program Director and if applicable, your Regional and Education Directors. Decide what other partners may need to be involved (academic, local, state-wide) and ask yourself the following questions:

- Does the project address a local, regional or state-wide problem?
- Is the project related to your current plan of work or program area?
- Does the project have the potential to impact the stated problem or issue?



# Relevant Resources

## Extension Resources

[Extension Grant Process](#) - Additional budget considerations, timeline information, county grant administration considerations, etc.

[Grant Resources](#) – Resource documents, templates, overviews, boilerplate language, decision trees, etc.

[Finding Funding](#) - Guide to assist faculty in finding potential funding opportunities.

[Grant Activity and Reports](#) - Grant data (proposals & awards) by Program Area for the previous Fiscal Year.

## MU Resources

[Grant Fact Sheet](#) – Commonly requested University information including organizational contacts and budget rates.

[Strategic Proposal Development Service](#) – Provides additional application assistance including proposal management, narrative development, etc.

[The Connector](#) - Provides consulting and connections to enhance outreach and research success.

[Research Training](#) - Self-paced professional development recordings and resources.

[Pivot Database](#) - A comprehensive database of funding opportunities that also helps you identify potential collaborators.



# Contact Information

<b>Extension Pre-Award</b>	Email   <a href="mailto:muextpre-awardadm1@missouri.edu">muextpre-awardadm1@missouri.edu</a>
<b>Extension Post-Award</b>	<p>Email   <a href="mailto:muextportfolio1@umsystem.edu">muextportfolio1@umsystem.edu</a> (EB&amp;C, EADM, EPRGS)</p> <p>Email   <a href="mailto:muextportfolio2@umsystem.edu">muextportfolio2@umsystem.edu</a> (ECOIN, EPRGS)</p> <p>Email   <a href="mailto:muextportfolio3@umsystem.edu">muextportfolio3@umsystem.edu</a> (ENHF)</p> <p>Email   <a href="mailto:muextportfolio4@umsystem.edu">muextportfolio4@umsystem.edu</a> (EYTH, EREGP, ESTWDANR, EPRGS)</p> <p>Email   <a href="mailto:mucvcexportfolio6@umsystem.edu">mucvcexportfolio6@umsystem.edu</a> (ECAMPANR)</p>
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Still have questions or not sure where to start? Reach out to the Extension Pre-Award team!