



Award Administration – How to successfully manage your ERME grant

2025 Project Director Training Workshop

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North Central Extension Risk Management Education Center



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Overview

- 2025 Grant Summary
- Funding Acknowledgements
- Reporting/Results Verification System (RVS)
 - Progress Reports
 - Final Report
- Invoice & Budget Policies

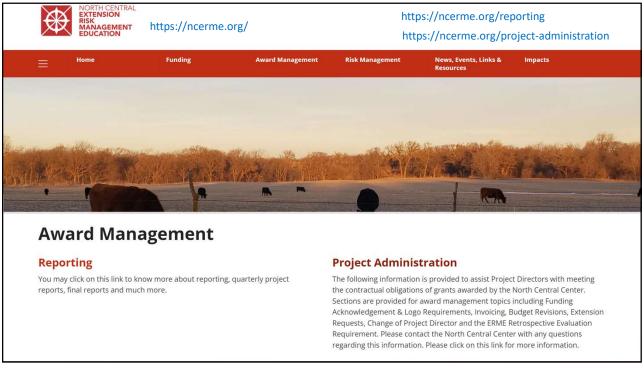
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- Educational projects funded 11 for approximately \$776,937
- Exploratory projects funded 5 for \$49,662
- Producers Underserved By Crop Insurance projects funded 6 for approximately \$562,340
- Overall, received 46 total applications requesting more than \$2.9 million and awarded \$1.38 million in total funds
- April 1, 2025 September 30, 2026
- ✓ Administrative budget review
- ✓ Collect required documents & any necessary revisions
- ☐ Initiate Subawards

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INVOICE & BUDGET POLICIES

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Invoices

Invoicing – General

- Cost Reimbursable Subcontract
- Submit invoices monthly or no less than quarterly.
- Consistent with your approved budget and narrative.
- Quarterly Reporting up-to-date.
- We may withhold up to 15% of allocated funds until a final report is received at the completion of the project.
- Submit to Shelly Cutsor via email at mcutsor2@unl.edu Copy osp-postaward@unl.edu and clockert2@unl.edu

University of Nebraska-Lincoln Office of Sponsored Programs 151 Whittier Research Center 2200 Vine Street – PO Box 830861 Lincoln, NE 68583-0861

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Sample **INVOICE**

To: University of Nebraska- Lincoln 10: University Orlebraska-Lincoln Attn: Shelly Cutsor Office of Sponsored Programs 151 Prem S. Paul Research Center 2200 Vine Street – PO Box 830861 Lincoln, NE 68583-0861 mcutsor2@unl.edu Date: January 15, 2026 Invoice # RC8-RME02

SUBCONTRACT: 25-6324-0255-005

Award period: 4/1/25 - 9/30/26

Culteric period: 10/1/23 12/31/23			
	BUDGET	Current Invoice	Cumulative Expenditures
Salaries and Wages	\$12,800	\$2,643.31	\$6,138.87
Benefits	\$3,840	\$792.99	\$1,841.67
Materials & Supplies	\$900	\$356.25	\$572.60
Travel	\$3,391	\$2,551.02	\$2,551.02
Consultant Costs	\$8740	\$2,406.69	\$4,546.89
Indirect Costs	\$8,011	\$2,362.57	\$4,225.78
TOTAL COSTS	\$25,831	\$11,112.83	\$19,876.83

TOTAL DUE: \$11,112.83

Questions: Contact John Smith, 402-451-3936, jsmith@happyfarms.com Happy Farming 345 Good Soil Road Greenwood, NE 68432

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What are the invoice requirements for payment?

- Invoices should reference the assigned UNL Sub-award # 25-6324-0255-xxx found on the first page of the agreement "Subaward No."
- Current award period covered by this invoice
- Include detailed itemization of expenses generated by your accounting software with each invoice.
 - Shall include at a minimum, names/amounts of persons paid from the award, vendor payee name, date of payment, item description and amount.
- Invoices must follow the approved budget and include the current and cumulative amounts requested by budget line item.
- Include the Uniform Guidance certification with signature.

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

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[&]quot;By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictibious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."



Invoices must also include:

- Supporting documentation
 - · Accounting of salaries and wages to include names/amount of those being paid from award
 - Copies of all receipts, statements and/or invoices from
 - Item description of other direct costs
 - Travel detail
 - Food & beverage expenses
 - Must be in the approved budget. Agenda/participant list may be



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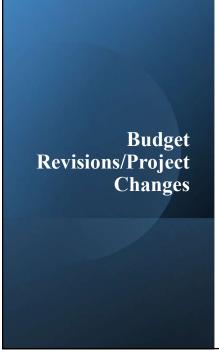
Invoices

Keep in mind...

All expenses on the grant must be for the benefit of this project and used within the project period.

- No supplies purchased within last 60 days of grant, unless you will use them within that timeframe.
- No re-stocking of supplies to use later.

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Contact the North Central Center (clockert2@unl.edu) for consultation if you believe a revision to your project as proposed may be necessary.

- Change in Project Director
- Change in Project Plan/Scope
- · Budget Revision
 - Revised budget narrative and budget form
- Justification for any changes will need to be provided.



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Budget Revisions

Gain approval for any changes that are outside of your approved budget.

- New budget line item contact us to ensure it is an allowable and approved expense.
- Typically follow 10% of total budget rule need approval and written documentation of any shift between line items greater than 10%.
 - If it is more than a 25% shift, then an amendment to the subaward will be issued.



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FUNDING ACKNOWLEDGMENT REQUIREMENTS



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Funding Acknowledgment Requirements

- The following statement and logos must be utilized in any presentations, media releases, and all project materials developed for work funded by this grant.
- "This material is based upon work supported by USDA/NIFA under Award Number 2024-70027-42470."
- The USDA/NIFA logo and the North Central Center logo <u>both</u> must be used on all printed materials, including those produced in electronic format.







If space absolutely prevents the use of logos on your materials, the following statement should be used:

"Funding for this project was provided by the North Central Extension Risk Management Education Center, the USDA National Institute of Food and Agriculture under Award Number 2024-70027-42470 and (list any other funding sources if applicable)".



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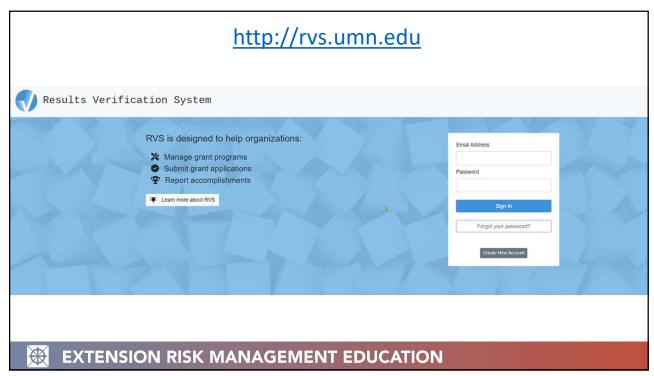


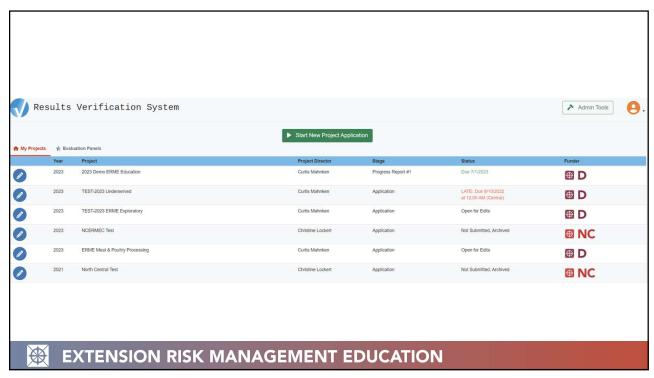
REPORTING & RESULTS VERIFICATION SYSTEM (RVS)

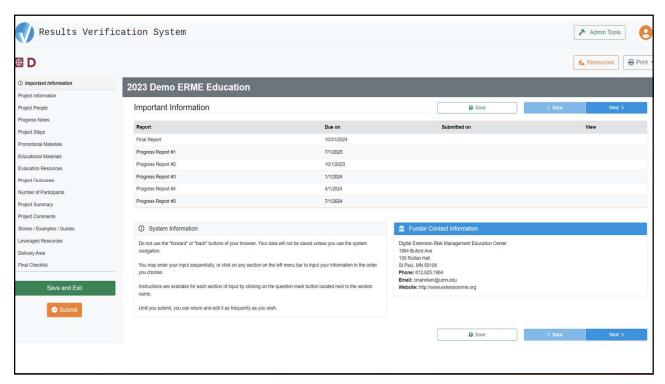
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Reporting Timeline

Contractual requirement to submit 5 quarterly Progress Reports & a Final Report which are due:

- July 1, 2025
- October 1, 2025
- January 2, 2026
- April 1, 2026
- July 1, 2026
- Final Report is due October 31, 2026
- No Time Extensions

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Progress Reports

- Proposed Outcomes & Project Steps
 - Auto-populated in the online report system
- Additional progress reports may be submitted or report information entered at any time
- Hit the "Submit" tab to save and officially submit a report to the system. "Save and Exit" will not update the reporting timeline in RVS.

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Progress Reports must include:

- Progress Notes: tell us about your progress, make note of participant numbers and workshops, etc. Use this section to tell us how your project is going.
- Project Steps: check off the "Done" box for each step that has been completed.
- Optional for progress reports but highly encouraged to help you manage the reporting aspects of the project:
 - Upload of materials
 - · Educational Contacts



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Progress Reports

Uploading Materials -

- Promotional Materials upload up to five documents
- · Educational Materials
 - Any educational materials that you develop for the project are required as part of the final report.
 - May include resource materials that you will use from other projects, website URL's that contain links to specific course materials/curriculum, workshop presentations, or other media materials.
- Evaluations and Reports upload up to five documents
 - Inclusion of evaluations and reports relevant to the verification of proposed risk management results is encouraged.
 - Evaluation tool/survey instruments and/or summarized report of findings.
 - We ask that you mark at least one evaluation tool/summary as public.



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Who will see my progress reports?

- · Center Staff
- Progress Notes do not become part of final report
 - Important information shared here also needs to show up somewhere else in the final report.

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Submitting a Progress Report Important Information 2023 Demo ERME Education Project Information Submit Project ? Project People Progress Notes It is STRONGLY recommended that you preview how your final report will look to the public on the Extension RME website before submitting it (preview via the blue button below). Please note that you are submitting your report for review by your ERME Center. This is not considered your final submission until approved. Evaluation Resources Project Outcomes Once your report is submitted, it will be locked and you will not be able to edit it. You can, however, resubmit your report if you have additional information to add or if ERME Center requests revisions. Number of Participants Until your report is submitted, you can return and edit it as frequently as you wish. Project Summary Project Comments Preview your final report before submitting: Preview Public Report Stories / Examples / Quotes OSubmit Progress Report #1 (Due 7/1/2023) OSubmit Final Report (Due 10/31/2024) Leveraged Resources Delivery Area Final Checklist Submit



- Final Report is due 30 days past end date of project
- Final Report
 - Project Summary Highlight outcomes and impacts!
 - What was the situation? What did you provide? What are the outcomes?
 - · Actual Outcomes entered
 - Upload Curriculum & Promotional materials
 - Upload evaluation results/instruments
 - Final Reflections 3 questions
 - Producer Success Stories
 - · Testimonials
- Final payment contingent upon meeting Final Report obligations.

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Final Reports

You will be asked to report against each of the Outcomes

- Measure & verify outcomes in a way to be able to report what participants have been able to understand, develop, and implement.
- Enter Actual Number of participants that achieved each outcome based on your evaluation/verification responses.

Tip: Write evaluation questions that specifically address each of your proposed outcomes.

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Individual Producer Stories and Quotes

Required to share at least one story that reflects the impact your project has had on individual participants. Include the following components:

- **Producer situation** why did the producer choose to participate?
- **Producer action** what did the producer do differently because of their participation? Changes in understanding? Something they developed? A practice that they implemented?
- **Producer impact** What are the perceived impacts of these actions in terms of producer's farm/ranch, family, business, etc?
- **Producer testimonial** Include quotes specific to the story above, as well as a sample of quotes from workshops, evaluations, etc.



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Final Reports

Individual Producer Stories and Quotes

- This section and the producer stories provided are powerful examples of program outcomes and shows the impact your program had on the participants.
- Project Directors need to make an added effort during workshops/programming to get this information
- If you don't have an individual-level story, please highlight project impacts in this section.



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Reporting Timeline

-Exploratory **Projects** Contractual requirement to submit 2 quarterly Progress Reports & a Final Report which are due:

- October 1, 2025
- April 1, 2026
- Final Report is due October 31, 2026
- Progress Reports only require the Progress Notes section to be completed.

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Final Report

-Exploratory **Projects** Final report should be submitted by October 31, 2026.

- Project Outcomes
- Project Reflections two questions to answer
 - Describe the programming that was conducted to achieve the proposed outcomes.
 - Looking forward, how will this project move forward/expand upon this work or you don't don't plan to continue work in this area, why?
- Upload educational materials if any were developed

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- NCERME Website at http://ncerme.org
 - · Award Management
 - Project Administration
 - Reporting
- Extension RME Website at http://extensionrme.org
 - Resources
 - RVS Resources
 - · Reporting Tutorial



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North Central Extension Risk Management Education Center University of Nebraska - Dept. of Agricultural Economics 102 Filley Hall Lincoln, NE 68583-0922

- Brad Lubben, Director, <u>brad.lubben@unl.edu</u>, 402-472-2235
- Christine Lockert, Grants & Administrative Specialist, clockert2@unl.edu, 402-472-2039
- Sheila Johnson, Communications Specialist, sheila.johnson@unl.edu 402-472-2757



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