



NORTH CENTRAL
EXTENSION
RISK
MANAGEMENT
EDUCATION



National Institute of Food and Agriculture
U.S. DEPARTMENT OF AGRICULTURE

Award Administration – How to successfully manage your ERME grant

2025 Project Director Training Workshop

Christine Lockert

Grant & Administrative Specialist

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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2025 Grants


- 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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<https://ncerme.org/>

<https://ncerme.org/reporting>
<https://ncerme.org/project-administration>

☰
Home
Funding
Award Management
Risk Management
News, Events, Links & Resources
Impacts

Award Management

Reporting

You may click on this link to know more about reporting, quarterly project reports, final reports and much more.

Project Administration

The following information is provided to assist Project Directors with meeting the contractual obligations of grants awarded by the North Central Center. Sections are provided for award management topics including Funding Acknowledgement & Logo Requirements, Invoicing, Budget Revisions, Extension Requests, Change of Project Director and the ERME Retrospective Evaluation Requirement. Please contact the North Central Center with any questions regarding this information. Please click on this link for more information.

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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
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
Current period: 10/1/25 – 12/31/25

	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

"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)."

John Smith

Questions: Contact John Smith, 402-451-3936, jsmith@happyfarms.com

Happy Farming
345 Good Soil Road
Greenwood, NE 68432

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Invoices

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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Invoices

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 vendors.
 - Item description of other direct costs
 - Travel detail
 - Food & beverage expenses
 - Must be in the approved budget. Agenda/participant list may be required



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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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Budget Revisions/Project Changes

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 both must be used on all printed materials, including those produced in electronic format.



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Funding Acknowledgment Requirements

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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*This material is based upon work supported by
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REPORTING & RESULTS VERIFICATION SYSTEM (RVS)



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<http://rvs.umn.edu>



Results Verification System

RVS is designed to help organizations:

- ✂ Manage grant programs
- ✓ Submit grant applications
- 🏆 Report accomplishments

[Learn more about RVS](#)

Email Address

Password

Sign In



Forgot your password?

Create New Account















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Results Verification System
Admin Tools




Start New Project Application

My Projects
Evaluation Panels

	Year	Project	Project Director	Stage	Status	Funder
	2023	2023 Demo ERME Education	Curtis Mahnken	Progress Report #1	Due 7/1/2023	 D
	2023	TEST-2023 Underserved	Curtis Mahnken	Application	LATE: Due 9/15/2022 at 12:00 AM (Central)	 D
	2023	TEST-2023 ERME Exploratory	Curtis Mahnken	Application	Open for Edits	 D
	2023	NCERMEC Test	Christine Lockert	Application	Not Submitted, Archived	 NC
	2023	ERME Meat & Poultry Processing	Curtis Mahnken	Application	Open for Edits	 D
	2021	North Central Test	Christine Lockert	Application	Not Submitted, Archived	 NC


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Results Verification System
Admin Tools


Resources
Print

Important Information

Project Information
Project People
Progress Notes
Project Steps
Promotional Materials
Educational Materials
Evaluation Resources
Project Outcomes
Number of Participants
Project Summary
Project Comments
Stories / Examples / Quotes
Leveraged Resources
Delivery Area
Final Checklist

2023 Demo ERME Education

Save
Back
Next

Report	Due on	Submitted on	View
Final Report	10/31/2024		
Progress Report #1	7/1/2023		
Progress Report #2	10/1/2023		
Progress Report #3	1/1/2024		
Progress Report #4	4/1/2024		
Progress Report #5	7/1/2024		

System Information

Do not use the "forward" or "back" buttons of your browser. Your data will not be saved unless you use the system navigation.

You may enter your input sequentially, or click on any section on the left menu bar to input your information in the order you choose.

Instructions are available for each section of input by clicking on the question mark button located next to the section name.

Until you submit, you can return and edit it as frequently as you wish.

Funder Contact Information

Digital Extension Risk Management Education Center
1994 Buford Ave
St Paul, MN 55108
Phone: 612.625.1964
Email: cmahnken@umn.edu
Website: http://www.extensionrme.org

Save
Back
Next

Save and Exit
Submit

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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

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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Progress Reports

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

Project Information
Project People
Progress Notes
Project Steps
Promotional Materials
Educational Materials
Evaluation Resources
Project Outcomes
Number of Participants
Project Summary
Project Comments
Stories / Examples / Quotes
Leveraged Resources
Delivery Area
Final Checklist

Save and Exit

✓ Submit

2023 Demo ERME Education

Submit Project ?

Submit your report for review... are you sure?

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.

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.

Until your report is submitted, you can return and edit it as frequently as you wish.

Preview your final report before submitting: [Preview Public Report](#)

- ☐ Submit Progress Report #1 (Due 7/1/2023)
☐ Submit Final Report (Due 10/31/2024)

Submit

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Final Reports

- 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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Final Reports

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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Resources

- 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, brad.lubben@unl.edu, 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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