

Attachment 4
WSU SUBAWARD AGREEMENT 108815 «Subaward_____»

Invoicing Requirements

1. One invoice to be submitted at the end of the project must be emailed to the Financial Contact referenced in Attachment 3 at: SPS@WSU.EDU . Email needs to “cc” kdwhite@wsu.edu and hschriv@wsu.edu.
2. Invoice must include Sub-recipient standard supporting documentation of costs (copy of ledger, budget or account statement).
3. Invoice must report any program income generated.
4. Invoice must include the following:
 - Sub-Recipient’s letterhead
 - Reference subaward number 108815 «Subaward_____»
 - Certification as to truth and accuracy of invoice
 - Invoicing period April 1, 2023 to September 30, 2024
 - Prime Recipient name and address
 - Sub-Recipient’s remittance addressInvoices not including these items will be returned to the Sub-Recipient.
5. Final invoice payment shall be held pending receipt, review and approval by the Prime Recipient of the final project report.

Reporting Requirements

1. Reports must be submitted through the online Extension Risk Management Education (ERME) Results Verification System (RVS). The reporting system can be accessed at: <http://rvs.umn.edu/Home.aspx>

Online Final Report is due: October 15, 2024

Sections of the Exploratory Application are available online for project directors to report against. The Proposed Outcomes may not be edited unless prior communication has taken place with the Western ERME Center. Comments pertinent to the successful delivery of the project should be included in the Final Report

2. The Final Report is due by October 15, 2024. Final Payment will be contingent upon the completion of a satisfactory Final Report, submitted online, that has been reviewed and approved by the Western ERME Center’s Director.

Match Requirement

1. Not Applicable

Additional Requirements

1. Sub-recipient as identified on face page of subaward must provide a copy of Attachment 4 to the Sub-recipient’s Project Director.
2. Acknowledgement of Support:
The Sub-recipient is responsible for assuring that an acknowledgement of support is made in any presentations or media releases and on project materials of work funded by this grant.
“This material is based upon work supported by USDA/NIFA under Award Number 2021-70027-34713.”

Logo Requirement:

The Sub-recipient is to use both the USDA/NIFA Identifier and the Western ERME Center’s logo on all printed materials including those produced in electronic formats. These logos will be provided electronically in print ready format to Sub-recipient’s Project Director after execution of the subaward.

<http://westrme.wsu.edu/award-management/reporting/education-projects/>

3. Unallowable Costs

The following is a list of selected items of costs which are usually unallowable. This list is not all inclusive. For more information on whether costs are allowable, please refer to Section J., General Provisions for Selected Items of Cost, in the Office of Management and Budget Circular A-21: <https://www.whitehouse.gov/omb/circulars/>

- Alcoholic beverages

- Entertainment costs
- Promotional give away items such as tote bags, coffee mugs, t-shirts, etc.
- Incentives such as gift certificates, cash, etc. given to entice participation in meetings, surveys, and other events.
- Rent for grantee owned facilities
- Award ceremonies
- Receptions
- Proposal writing costs
- Meals:
 - a. Business meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. In contrast, it is USDA/NIFA's policy that a formal group meeting being conducted in a business atmosphere may charge meals to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants.
 - b. Note: Meals consumed while in official travel status do not fall in this category. They are considered to be per diem expenses and should be reimbursed in accordance with the organization's established travel policies. If you have questions concerning meals please contact your appropriate regional Center.

For budget revisions, and any program delivery concerns, please contact the Western ERME Center:

Jo Ann Warner
Associate Director
Western ERME Center
222 N Havana
Spokane WA 99202
Phone: 509.447.2168
Email: warnerj@wsu.edu Or,
Heather Schriver
Phone: 541-891-9190
Email: hschriver@wsu.edu

For all invoice related questions please contact:

Kyle White
Grants Administrator, Fiscal Analyst 2
CAHNRS Research & Extension Grants
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