Policy for Extension Local Unit Extramural Funds Approval

All expenditures of funds from whatever source derived, must have the approval of the Extension Board and the Director of Extension. Therefore, the solicitation of extramural funds through grant proposals or other means such as collaborations or contracts with other organizations requires the approval of the Extension Board and the Regional Extension Director who serves as the Director of Extension's authorized representative. (Kansas County Extension Council and Extension District Laws - Kansas Statutes Annotated, Sections 2-608 through 2-622 and 2-623 through 2-628)

The approval process will include a proposal discussion concerning sponsor(s), project, capacity, and relevance considerations. This discussion will involve the local unit Extension Director, Extension Board, and the Regional Extension Director. Before the proposal is submitted, Responsibilities for Extension Local Unit Administration of Extramural Funds Form KSU 1-13 will be completed and signed by the local unit Extension Director, the Extension Board Chair, and the Regional Extension Director. Answers to a set of standard questions indicate whether the grant will be administered through Kansas State University or the local Extension unit.

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