FEED THE FUTURE
The U.S. Government's Global Hunger & Food Security Initiative

Session 8: Financial Management/Grant Management and Reporting to Funder

CETC IL Project Management Training Course

Day 2: During the Project

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PANELIST BIOS

- Mr. Scott Frump (MSU)
  Mr. Scott Frump is the Finance and Administrative Officer for the Food Security Group within the Department of Agricultural, Food, and Resource Economics at Michigan State University. FSG's current portfolio contains 35 international awards.

- Dr. Nouhoun Zampaligre (Livestock Innovation Lab)
  Dr. Nouhoun Zampaligré is a senior researcher in the department of Animal Production from INERA, a Burkina Faso Agriculture and Environmental research institute in West Africa. His research activities focus on livestock systems and grazing management as well feed and forage evaluation.

- Ms. Melissa Ishler (PSU)
  Ms. Melissa Ishler is a Research Technologist in biology, genetics, and agronomy and the Administrative Assistant for the Feed the Future Innovation Lab for Current & Emerging Threats to Crops. She works on Financial & Grant Management and Financial Reports to Sponsors, and works with PSU Administration to facilitate international projects.

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FINANCIAL REPORTS

that subs submit

- Quarterly Financial Estimates
  due December 10, March 10, June 9, September 9 each year
  add to shared google sheet (link in Basecamp Message Board)
- Invoices
  confirm purchases are allowed by USAID; refer to award
  receipts uploaded into Receipt Tracker App
  complete supplier registration form in Penn State's SIMBA Vendor Portal
  due monthly to quarterly, as sub wants reimbursement
  template in Basecamp Docs & Files, details required
  submit to l-ag-contgrts@lists.psu.edu

TECHNICAL REPORTS

that subs submit to cetcil@psu.edu

- Semi Annual Report
  due March 31
  template in Basecamp Docs & Files

- Annual Report
  due October 14
  template in Basecamp Docs & Files

FINANCIAL REPORTS

that the Innovation Lab submits to USAID each year

- Quarterly Financial Estimates (Pipeline Analysis) due December 17, March 17, June 16, September 16
- Quarterly Financial Report (SF425) with Reporting Host Government Taxes Information due January 30, April 30, July 30, October 30
- Reporting Host Government Taxes Report – due April 16
- Subs Budget Revisions for Agreement Officer's Representative (AOR) approval, submitted as needed

TECHNICAL REPORTS

that the Innovation Lab submits to USAID

- Work Plan due November 29 1st year, August 1 next years
- Data Management Plan due November 29
- Activity Monitoring, Evaluation, & Learning (MEL) Plan due November 29
- Environmental Mitigation & Monitoring Plan (EMMP) due date from USAID
- Initial Environmental Examination (IEE) and Supplemental IEE (SIEE) due date from USAID

- Semi Annual Report due April 30 each year
- Annual Report due November 29 each year
- Ad hoc Technical Reports due as requested by USAID

SUBAWARDEES

common pitfalls, questions, changing nature of USAID

Common pitfalls for Sub-Awardees to avoid

- Cash flow issues (Advance payments)
- Frequent Monthly invoices
- Pipeline analysis and planning for excess monthly expenditures
- Maintaining accurate records with proper documentation
- Responsiveness working with primary organization
- Questions on any allowable expenditures
- Partnerships are best served with constant and constant communication

IN COUNTRY CHALLENGES

that subs have to overcome

- Piestar reporting (Innovation Lab for Current and Emerging Threats to Crops does not use Piestar)
  - Travel request and get ready with all your files for reporting
  - Keep all files for project events (workshop, meeting, conference, etc)
  - Files included partipants list, ToRs, reports and photos, etc,
  - Get trained for Piestar if not used to it
- For French speaking countries
  - Invoices translation and indication of total amount in US dollar
  - Train fiscal team about Innovation Lab financial reporting requirements prior to the start of the award

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www.feedthefuture.gov

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