



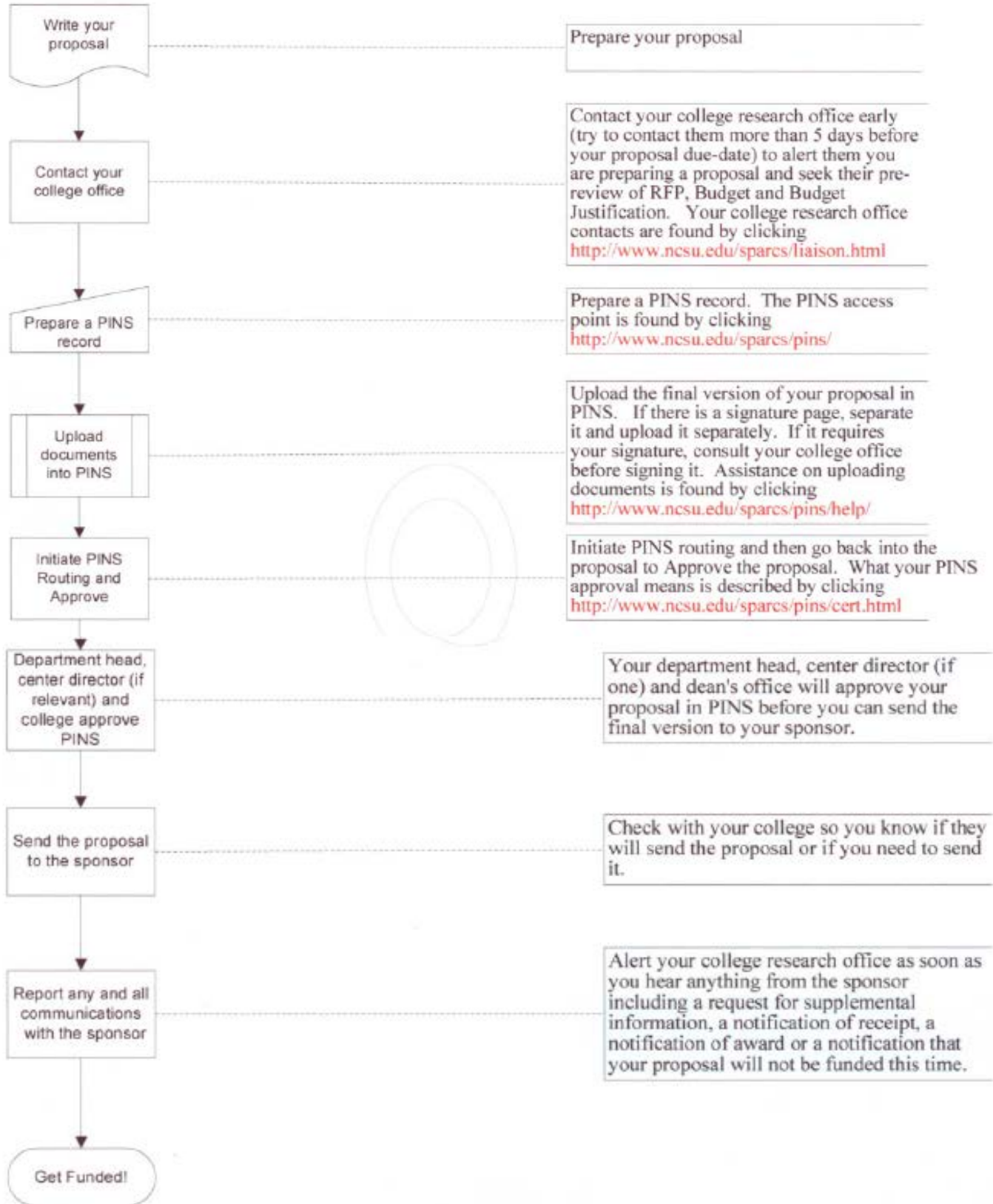
## Submitting Contracts/Grants Proposals through NC State University PINS system (Project Information and Navigation System)

1. Access the website: <http://www.ncsu.edu/sparcs/pins/>  
User manual: [http://research.ncsu.edu/sparcs-docs/pins/pins\\_user\\_manual.pdf](http://research.ncsu.edu/sparcs-docs/pins/pins_user_manual.pdf)
2. Go to "Login to PINS"
3. Login requires your unity ID and password
4. Then to "Create New Proposal"
5. Begin to fill in ALL the blank boxes with the appropriate information
6. Listed below are the responses to a few of the questions that are administrative but need to be completed by the principal investigator in order for you to initiate the routing of the PINS record:
  - a. Center:.....Leave this field blank
  - b. Financial OUC: .....Must fill in
  - c. Direct Sponsor:.....Must fill in
  - d. Prime Sponsor:.....If applicable
  - e. Deadline Type: .....Must fill in
  - f. Proposal Type: .....Must fill in
  - g. Category:.....Public Service/Extension
  - h. F&A (overhead) Rate:.....Insert zero (0) if you have documentation from the sponsor states that they F&A IS NOT ALLOWED. If sponsor ALLOWS F&A enter percent allowed.
  - i. F&A Basis:.....fill in the blank with "Other", if sponsor does NOT ALLOW F&A.
  - j. Justification for F&A  
Under recovery:.....only if sponsor does NOT ALLOW F&A, fill in w/ "Sponsor Limits or Prohibits F&A costs
  - k. If the sponsor DOES ALLOW F&A, select Modified Total Direct Cost.
7. When you reach the "Add/View Supporting Documentation" bar, click on the bar and upload the original proposal you submitted by the grantor in *one file*. Then in *another file* upload the Contract document you have received. **ALL documents received from the sponsor MUST be uploaded into PINS in a total of two files.**
8. Be sure to "Save" the PINS document using the "Save" button in the blue bars throughout the document (you can save at any time while in the document).
9. Once you have completed the PINS record, go to the bottom of the page and click on the "Initiate Routing" button. Then click approve and answer questions on approval screen. This will move the PINS record to the District Extension Director for approval.

If you have any questions regarding PINS, please contact Proposal Processing Manager at 919-515-6224 or [Ginny.King@ncsu.edu](mailto:Ginny.King@ncsu.edu)



## Processing a proposal at NC State University – Investigators aka PI





## Cooperative Extension Service County's Signature Authorization Letter

### PROCUREMENT CONTRACTS PROCESSED THROUGH THE UNIVERSITY

1. Procurement contracts that are processed through the **UNIVERSITY** must be made out to:  
**North Carolina State University Cooperative Extension – [INSERT COUNTY NAME] County.**
2. SEND CONTRACT(S) via EMAIL to [tracy\\_brown@ncsu.edu](mailto:tracy_brown@ncsu.edu) for processing. If you are unable to email the agreement(s), please mail the ORIGINAL(S) to  
NCSU – CES  
Campus Box 7602  
Patterson Hall, Room 120  
Raleigh, NC 27695.

#### IMPORTANT NOTE:

- ✓ Agreements with a cost/value < \$50K normally require 5-7 business days, not including transmittal days, for processing.
- ✓ Agreements with a cost/value > \$50K normally require 7-14 business days, *depending on the time of the year* and not including transmittal days, for processing.



## COUNTY'S SIGNATURE AUTHORIZATION DOCUMENT

**IS SIGNED**

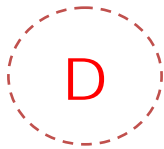
3. Signature authority from the county allows the North Carolina Cooperative Extension Service County (CES) Extension Director to sign contracts and grants and manage related funds on behalf of county government in order to support the local programs and function of CES.

In order to fulfill the intent of this authority, all grants and procurement contracts need to be in the name of county government. Program responsibilities and management in the grant can name CES but clearly the grant must be county governments for it to be fiscally managed by the county and paid for with their funds.

Cover letters for **GRANTS** need to be written on County Government's letterhead. To that point, cover letters should clearly articulate that the proposal is from the county and any resulting award should be made to the County. Cover letters can include and note the involvement of NC State University Cooperative Extension Service. An example of some language is below for your consideration and use as a guide. However, please note for grants, a co-signature is required from the County since funds are managed locally (See #1 in letter below on page 6 of this document).

"Through our partnership with the North Carolina Cooperative Extension Service, XYZ COUNTY **OR** XYZ COUNTY DEPT OF COOPERATIVE EXTENSION **OR** XYZ COUNTY COOPERATIVE SERVICE is uniquely positioned to deliver [the services] and is eager to work with ABC Agency in this important endeavor".

4. **ALL grants** signed by the County Extension Directors (because the signature authorization letter is on file in the university's office), at the county level need to be entered on the FORM 1-A form and sent to the District Extension Director's office.



## COUNTY'S SIGNATURE AUTHORIZATION DOCUMENT

**IS NOT** SIGNED

5. If Cooperative Extension Service or North Carolina State University is NAMED as the GRANTEE or PROCUREMENT CONTRACTOR, then the GRANT or CONTRACTS have to be sent through the university following the processes outlined in A and B respectively.
6. If the GRANTEE or PROCUREMENT CONTRACT names COUNTY GOVERNMENT as the grantee or procurement contractor, THEN THE DOCUMENT MUST BE SIGNED AT THE COUNTY.

Cooperative Extension Service *can be named in the document FOR PROGRAM DELIVERY* on County Government grants BUT NOT as principle investigator, which is consistent with our Memorandum of Understanding (MOU), providing the County has signed the new MOU. The County Extension Director can sign for the programmatic portion(s) if a signature is required.

## OPERATING PROCEDURE FOR COUNTIES with Signature Authority

Signature authority from the county allows the North Carolina Cooperative Extension Service County (CES) Extension Director to sign contracts and grants and manage related funds on behalf of county government in order to support the local programs and function of CES.

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"Through our partnership with the North Carolina Cooperative Extension Service, XYZ COUNTY **OR** XYZ COUNTY DEPT OF COOPERATIVE EXTENSION **OR** XYZ COUNTY COOPERATIVE SERVICE is uniquely positioned to deliver [the services] and is eager to work with ABC Agency in this important endeavor"

## TEMPLATE - LIMITED DELEGATION OF CO-SIGNATURE

TO: [REDACTED] Dean College of Agriculture and Life Sciences and  
[REDACTED] Associate Dean and Director  
North Carolina State University  
PO Box 7602  
Raleigh, NC 27695

FROM: [NAME]  
Chair of County Commissioners or County Manager as their designee

DATE:

RE: Limited Delegation of Co-Signature Authority for Program Delivery on Contracts made to [NAME OF] County as well as authorization for Fiduciary Representation of County Director in Management of County Resource Allocations for the North Carolina Cooperative Extension, [NAME OF] County

Dear Dean [REDACTED] and Dr. [REDACTED]:

Under the limitations expressed in this letter and any other limitations deemed appropriate and properly communicated by [NAME OF] County, [NAME OF] County hereby delegates the following authorities to the COUNTY COOPERATIVE EXTENSION DIRECTOR, North Carolina Cooperative Extension in [NAME OF] County:

- (1) THE COUNTY COOPERATIVE EXTENSION DIRECTOR is authorized to co-sign externally-sponsored agreements (those made by agencies/sponsors other than the County, or NC State University) made with the County or a non-profit affiliate of the county for purposes of carrying out NC Cooperative Extension programs within [NAME OF] County. This **co-signature** does not contractually bind the County or non-profit affiliate unless accompanied by an authorizing signature of the County or non-profit affiliate. The signature, when required by the Grantor, acknowledges the scope of work and asserts that the scope of work is reasonable and attainable with the resources anticipated.
- (2) THE COUNTY COOPERATIVE EXTENSION DIRECTOR is authorized to execute procurement transactions against an operating budget and directed grant and contract resources assigned to NC Cooperative Extension in [NAME OF] County. Such authorization must comply with all rules, regulations and policies of the [NAME OF] County operating principles.

All aspects of performance or non-performance by NC State University Cooperative Extension ("NC State") employees shall be governed by the Memorandum of Understanding between the Board of County Commissioners, The North Carolina Cooperative Extension Service at North Carolina State University and the North Carolina Cooperative Extension Program at North Carolina A&T State University dated [REDACTED], as modified. NC State employees acting responsibly under this delegation of authority shall do so as representative agents of the County and in recognition that the County is fully responsible for all fiduciary obligations associated with the conduct of County business including, but not limited to, proper financial and programmatic stewardship of allocated County resources and directed grants and contracts.

Sincerely,

[NAME]  
Chair of County Commissioners or County Manager as their designee