Administrative
Manual for the
McINTIRE-STENNIS
COOPERATIVE FORESTRY
RESEARCH PROGRAM

Agriculture Handbook No. 324
Administrative Manual for the McIntire-Stennis Cooperative Forestry Research Program

Cooperative State Research Service • United States Department of Agriculture
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This is a manual to guide administration of the McIntire-Stennis Cooperative Forestry Research Program. It is offered as a ready reference in observance of requirements, and is designed for the use of the Administrative-Technical Representatives of the participating institutions and their staffs. As a first edition, it may require revision after a period of use, and suggestions for improving its usefulness are invited.

The McIntire-Stennis Act differs from the Hatch Act in some important respects. Procedures for administration of the McIntire-Stennis Program, however, are very largely patterned after procedures in the Hatch Program, as described in the Administrative Manual for the Hatch (Experiment Station) Act as Amended and Section 204(b) of the Agricultural Marketing Act, U.S. Department of Agriculture (Miscellaneous Publication No. 963, August 1964). Those who administer both the Hatch and McIntire-Stennis programs will note that many sections of this manual are identical with or similar to the corresponding sections in the administrative manual for the Hatch Act. In the table of contents, portions of the procedural sections E through H that differ substantially from the provisions of the Hatch Act are shown in footnotes.

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A. PURPOSE OF THE McINTIRE-STENNIS COOPERATIVE FORESTRY RESEARCH ACT

The McIntire-Stennis Cooperative Forestry Research Act (P.L. 87-788), was signed into law on October 10, 1962. Its basic purpose is to promote research in forestry in land-grant colleges and agricultural experiment stations and in schools of forestry at other appropriately qualified State institutions. The Act also stresses in section 1 that "forestry schools are especially vital in the training of research workers in forestry."

The Secretary of Agriculture is authorized to cooperate with the States to encourage and assist them in carrying out programs of forestry research. The Act recognizes research as the driving force behind progress in developing and using the Nation's forest and related rangeland resources. The production, protection, and utilization of the forest resources depend on strong technological advances and continuing development of the knowledge necessary to increase the efficiency of forestry practices and to extend the benefits from forest and related rangelands. In its report, the Committee on Agriculture of the House of Representatives stated that the purpose of the legislation is to "establish research in forestry as a definite and specific part of the agricultural research programs which are carried out cooperatively by the U.S. Department of Agriculture and the land-grant colleges and experiment stations, and other state-supported educational institutions."

McIntire-Stennis payments to the States for forestry research serve as incentives for additional non-Federal support of essential research. Sums made available under the McIntire-Stennis Act shall be in addition to, and not in substitution for, allotments or grants that may be made under other authorizations. A reduction in State support for research in order to use initial McIntire-Stennis allotments or increases for such purpose would be considered as using the McIntire-Stennis funds "in substitution." A reduction in State support should not be predicated upon nor influenced by the fact that the institution obtains an increase in McIntire-Stennis allotment.

B. RESPONSIBILITY AND AUTHORITY FOR ADMINISTRATION

1. The Secretary of Agriculture and the Cooperative State Research Service

a. Cooperation with the States, Prescribing of Rules, and Coordination of Research. The McIntire-Stennis Act states in section 2 that in order "to promote research in forestry, the Secretary of Agriculture is hereby authorized to cooperate with the several States for the purpose of encouraging and assisting them in carrying out programs of forestry research."

b. Delegation of Authority by the Secretary of Agriculture. Section 6 of the Act provides for administration of the McIntire-Stennis program "through a cooperative State forestry unit in the Department of Agriculture." In his report on the bill...
after passage by Congress, the Secretary indicated his intention to delegate authority for administration "to the Cooperative State Experiment Station Service as a companion and coequal program to that of the long-established cooperative agricultural research program under the authority of the Hatch Act," and has so delegated. As of November 18, 1963, the name of the Cooperative State Experiment Station Service (CSESS) was changed to the Cooperative State Research Service (CSRS).

CSRS is headed by an Administrator and Associate Administrator and is under the general direction and supervision of the Department's Director of Science and Education. Immediate responsibility for administration of the McIntire-Stennis Act rests with the Assistant Administrator for Cooperative Forestry Research.

Forestry specialists and staff scientists in related fields have responsibility for, and aid in, research review and coordination. Program directors in broad subject-matter areas provide research review leadership and coordinate activities of the scientific staff within these areas.

2. Advisory Functions of the Statutory Advisory Board and Advisory Committee

The McIntire-Stennis Act specifically provides for counsel from officials of forestry schools of participating institutions and from representatives of the forest industries and federal and state agencies concerned with developing and utilizing the Nation's forest resources.

In section 5, the Act requires that "apportionments among participating States and administrative expenses in connection with the program shall be determined by the Secretary after consultation with a national advisory board of not less than seven officials of the forestry schools of the State-certified eligible colleges and universities chosen by a majority of such schools." The body established under this provision is the Cooperative Forestry Research Advisory Board. There are seven elected members, of whom one is a member-at-large, and six are representatives of forestry schools grouped by regions: Northeast, Southeast, South Central, North Central, West Central and Western. The Board elects its Chairman, The Administrator, Cooperative State Research Service, is designated as official USDA representative and acts as Executive Secretary. The Board's principal function is to recommend to the Secretary a basis for apportionment of appropriated funds to the States, which it does in consultation with the Advisory Committee.

In section 6 of the Act, it is stated that the "Secretary is further authorized and directed to appoint an advisory committee which shall be constituted to give equal representation to Federal-State agencies concerned with developing and utilizing the Nation's forest resources and to the forest industries." And further, the "Secretary and the national advisory board shall seek at least once each year the counsel and advice of the advisory committee to accomplish effectively the purposes of this Act." The committee established under this section is the Cooperative Forestry Research Advisory Committee. Half of its 14 members are chosen to represent the forest industries and half the Federal and State agencies. The chairman of the Committee is the Director of Science and Education, USDA. The Vice Chairman is the Administrator of the Cooperative State Research Service, and the Committee Secretary is the CSRS Assistant Administrator for Cooperative Forestry Research. Based on reports (on form 8-appendix B) received from McIntire-Stennis project leaders, CSRS prepares for the use of the Advisory Committee an annual national report of research progress under the program.

3. The Participating Institutions

As provided in section 2, eligibility for assistance under the Act is available to two types of institutions as follows:

(a) "land-grant colleges or agricultural experiment stations established under the Morrill Act of July 2, 1862 (12 Stat. 503), as amended, and the Hatch Act of March 2, 1887 (24 Stat. 440), as amended" and

(b) "other State-supported colleges and universities offering graduate training in the sciences basic to forestry and having a forestry school."

Certification of an institution for assistance, however, must be provided by an appropriate State representative designated by the State's Governor. The Governor's Designee, in an agreement drawn up with the Secretary of Agriculture for the purposes of the Act, certifies those eligible institutions of the State which shall receive assistance. This official also determines
the proportionate amount of assistance to be extended to each institution, when more than one in the State is certified.

Qualification for assistance is also dependent upon certification of sufficient matching funds, as described under section E-2, below.

"Forestry schools" are understood as subdivisions of institutions of higher learning offering a Bachelor of Science degree in Forestry or a graduate degree in Forestry.

The 61 institutions certified by the 51 Governors' Designees as eligible to receive assistance under the McIntire-Stennis program are listed in appendix A.

In the administration of the McIntire-Stennis funds, the Cooperative State Research Service, representing the Secretary of Agriculture, deals with the Administrative-Technical Representative, appointed by the highest executive officer of the participating institution. The Administrative-Technical Representative is not a Federal employee.

Within the administrative framework that prevails at his institution, it is the Administrative-Technical Representative's responsibility to determine the research to be supported. He, or a qualified person designated by him, is expected to sign all proposed research project outlines submitted to the Service for approval of support with McIntire-Stennis funds. He is responsible for initiating and guiding the research program, for maintaining a competent staff, for maintaining conditions and relationships favorable to productive research, and for rendering account and giving satisfactory proof to the Service that research expenditures and distribution of McIntire-Stennis funds have been made in accordance with the provisions of the Act.

All expenditure of McIntire-Stennis funds must have the signed approval of the Administrative-Technical Representative or his duly authorized agent. When the Administrative-Technical Representative authorizes another person to act for him in approving expenditures, copies of the authorization should be filed in the offices of the Administrative-Technical Representative and custodian of the Federal funds, and a copy transmitted to the Cooperative State Research Service.

The Administrative-Technical Representative has broad authority for the expenditure of McIntire-Stennis funds, on projects approved by the Cooperative State Research Service. Generally, this authority will not conflict with established State and institutional procedures and policies.

The Forestry Representative at each participating institution assists the Administrative-Technical Representative in technical and professional aspects of the program. He receives copies of all administrative communications sent to the Administrative-Technical Representative, and he signs the nomination ballot, preliminary to election of members of the Cooperative Forestry Research Advisory Board. Where there is a forestry school, he is normally the institution's current representative to the Association of State College and University Forestry Research Organizations. The name of the Forestry Representative is confirmed to the Cooperative State Research Service by the Administrative-Technical Representative.

At each institution, the custodian of Federal funds for the McIntire-Stennis Program is responsible for the care and disbursement of the Federal funds. The custodian is appointed by the highest executive officer of the institution, who reports his selection to the Cooperative State Research Service. His duties are defined under the section on "Custody of Funds and Accounting for Interest." The custodian of Federal funds under the Hatch Act at most institutions is the same official as the custodian of Federal funds for the McIntire-Stennis Program.

C. BASIS FOR ALLOCATION OF FUNDS

McIntire-Stennis funds are apportioned to the States by the Secretary after consultation with the Cooperative Forestry Research Advisory Board (sec. 5) and with the benefit of the counsel also of the Cooperative Forestry Research Advisory Committee (sec. 6). Funds are apportioned by a formula which is subject to periodic review. As required in section 5, the formula includes partial distribution according to area of non-Federal commercial forest land and volume of timber cut annually from growing stock. Another variable factor influencing distribution is the total expenditure for forestry research from non-Federal sources. (Information for periodic revision is provided on form 123--See appendix B.) Amounts determined by these factors, plus an equal amount—reviewable periodically—to each State, constitute the basis for apportionment to the States used in launching the program.
The Act specifies, in section 4, that where more than one institution in the State has been certified by the Governor's Designee to receive funds, the Designee shall also determine the proportion which is to be allotted to each certified institution.

D. SCOPE OF RESEARCH

In section 1, the McIntire-Stennis Act states that "it is hereby recognized that research in forestry is the driving force behind progress in developing and utilizing the resources of the Nation's forest and related rangelands. The production, protection, and utilization of the forest resources depend upon strong technological advances and continuing development of the knowledge necessary to increase the efficiency of forestry practices and to extend the benefits that flow from forest and related rangelands."

Section 7 of the Act more specifically defines the forestry research to be supported through the provisions of the Act as including "investigations relating to: (1) Reforestation and management of land for the production of crops of timber and other related products of the forest; (2) management of forest and related watershed lands to improve conditions of water-flow and to protect resources against floods and erosion; (3) management of forest and related rangeland for production of forage for domestic livestock and game and improvement of food and habitat for wildlife; (4) management of forest lands for outdoor recreation; (5) protection of forest land and resources against fire, insects, diseases, or other destructive agents; (6) utilization of wood and other forest products; (7) development of sound policies for the management of forest lands and the harvesting and marketing of forest products; and (8) such other studies as may be necessary to obtain the fullest and most effective use of forest resources."

In his report on the McIntire-Stennis legislation, the Secretary of Agriculture commented further as follows: "A well-rounded progressive program of forestry research is essential to supply the knowledge needed to meet the expanding future needs for all the renewable resources derived from forest lands and the related watershed and rangelands of the Nation,. much more forestry research is required to provide essential scientific knowledge and to solve increasingly complex problems."

E. ADMINISTRATION AND USE OF McINTIRE-STENNIS FUNDS

1. Main Features of Administrative Procedure

The Cooperative State Research Service is authorized to administer the McIntire-Stennis Act, to encourage forestry research under its provisions, and to furnish advice and assistance, including participation in the coordination of the total research efforts of the participating institutions and of the Federal Government, that they may be fully effective. This involves (1) review and approval by CSRS of proposed research projects and annual programs of research, (2) consultation by CSRS with institutional workers and administrators on research and administrative problems, (3) periodic onsite review by CSRS of research programs conducted and of the expenditures made by each institution under the McIntire-Stennis Act, and (4) annual certification of each institution to receive apportionments of McIntire-Stennis funds. In carrying out these functions, the Service reviews and approves the proposed McIntire-Stennis program of each institution before initiation of a fiscal year's work. This program of research with its accompanying budget is submitted to the Service on or before June 15.

The McIntire-Stennis Program is subject to the requirements of the Civil Rights Act of 1964 regarding nondiscrimination in Federally assisted programs of the Department of Agriculture, including provision for effectuation of Title VI of that Act. The rules and regulations under the Act were transmitted from CSRS to all Administrative-Technical Representatives with the Station Letter CSRS-SL-2420, of December 23, 1964. The Administrative-Technical Representative is responsible for full knowledge of and compliance with the requirements of this portion of the Civil Rights Act of 1964.

Under the McIntire-Stennis Act, it is necessary that expenditures be allocated to specific units of research, documented by project outlines. Any research proposed for support in whole or in part with McIntire-Stennis funds must be approved by the Service before the project is eligible for expenditure of these funds.

To provide counsel for planning and documentation, the Service makes available to research workers a guide entitled "Essentials of a McIntire-Stennis Project Outline" (on reverse of form 20-B--See
appendix B-2) indicating the title, objectives, and brief description of procedure, together with the project number and State and institution conducting the research. This information is now used in a system of cataloging current research on project abstract cards. At this writing, these cards are sent to institutions participating in the McIntire-Stennis program, together with similar cards for Hatch, non-Federal, and USDA line projects in forestry to provide interchange of information on current research. All participating institutions also receive at least annually a national listing by number and title of current McIntire-Stennis, Hatch, non-Federal and USDA line projects in forestry, according to 29 subject matter groupings.

In order that the Cooperative State Research Service and the Department may be best informed of research supported by McIntire-Stennis funds, and most helpful to the institutions in their coordination of research, the Service secures annually through the Administrative-Technical Representatives a calendar year progress report for each McIntire-Stennis project, as prepared by the research leaders at the institutions and approved by their Administrative-Technical Representative (form 8—See appendix B-3). These reports provide a continuous record of research progress, serve as ready references in considering new proposals, and are helpful in coordinating forestry research in a given subject matter. The information they provide is used in reporting progress under the program.

The McIntire-Stennis Act recognizes varying conditions and needs of the States and Puerto Rico, and cites, in section 1, the need for the widest possible coordination between and among the institutions, and with agencies of the Federal Government, for maximum effectiveness in the total forestry research effort. Thus both the Administrative-Technical Representative and the Cooperative State Research Service, especially through its Assistant Administrator for Cooperative Forestry Research, are required to exercise careful and discriminating judgment in coordinating the research, jointly maintaining broad knowledge of other forestry research at the institutions under both Hatch Act and non-Federal support, and forestry research elsewhere, including especially that of the Federal agencies. Due consideration is also to be given to the varying conditions under which research has been initiated and is being prosecuted.

2. Matching Funds

Section 4 provides that the "amount paid by the Federal Government to any State-certified institutions eligible for assistance under this Act shall not exceed during any fiscal year the amount available to and budgeted for expenditure by such college or university during the same fiscal year for forestry research from non-Federal sources." Certification of non-Federal funds to match the Federal allotment is made just before the beginning of each new fiscal year, on form 123 (appendix B-6).

Non-Federal funds eligible for matching include (1) State-appropriated funds for forestry research, (2) funds from sales and fees made available for forestry research, and (3) endowment, gift, and grant forestry research funds from non-Federal sources. Funds reported may include, in addition to funds for salaries, supplies, expenses, and research equipment, the following: (a) amounts involved in payment of employer's share of retirement and other fringe benefits; and (b) a small amount of indirect cost or expense, provided such costs can be directly attributed to the forestry research program. Expenditures covering service, demonstration, or regulatory work are not acceptable as matching funds. Building funds must not be included.

Funds derived from the Federal Government are not acceptable as matching funds. Non-Federal funds used for matching must be in addition to those used for matching Federal funds allotted under other programs.

It is also provided in section 4 that "if any or all of the colleges or universities certified for receipt of funds under this Act fails to make available and budget for expenditure for forestry research in any fiscal year sums at least as much as the amount for which it would be eligible for each such year under this Act, the difference between the Federal funds available and the funds made available and budgeted for expenditure by the college or university shall be reapportioned by the Secretary to other eligible colleges or universities of the same State if there be any which qualify therefor and, if there be none, the Secretary shall re-apportion such differences to the qualifying

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1 A comprehensive new system for project data retrieval is being developed.
colleges and universities of other States participating in the forestry research program."

Before the beginning of each fiscal year, the Cooperative State Research Service requests from the Administrative-Technical Representative of each participating institution a certification on form 123 (see appendix B-6) of matching funds which will be budgeted and made available for forestry research from other than Federal sources. The sum so certified by the Administrative-Technical Representative should equal or exceed the amount of the allotment of Federal funds to the institution anticipated for the new fiscal year. It is necessary that this certification be submitted not later than June 15 of each year, on forms provided by CSRS, in order for allotment payment checks to be issued. The Administrative-Technical Representative is responsible for presenting evidence that certified State matching funds meet the requirements for such funds.

3. Carryover of Funds Beyond Year of Appropriation

Normally McIntire-Stennis funds are expended in the fiscal year of appropriation, but they are available for obligation for one year in addition to the year of appropriation. When obligation of the entire Federal allotment is not possible by the end of the fiscal year of appropriation, every effort should be made to hold the carryover of funds into the next fiscal year to not more than 10 percent. Funds must be fully obligated by June 30 of the fiscal year following the year of appropriation and fully liquidated by June 30 of the next following fiscal year.

The matching requirement applies in the circumstances of carryover as follows. Unobligated funds carried over into the fiscal year following the year of appropriation do not again require matching in that year if they were properly and fully matched by non-Federal obligations in the fiscal year of appropriation. Any unobligated amounts carried over, however, which were not matched by non-Federal matching obligations in the year of appropriation must be matched in the year of carryover, and such amounts are in addition to the matching funds required to receive the current appropriation allotment for that year.

4. Funding Relationship of Research Under the McIntire-Stennis Program to Research Under Other Support

The McIntire-Stennis Program is new and it is essential to be able to identify progress under its authorization. Therefore, it is kept fiscally distinct from the Hatch authorization, also administered by CSRS, and Hatch funds may not be budgeted to McIntire-Stennis projects.

Under conditions and procedures of the kind described in paragraph 4.4 of the Manual of Procedures for Cooperative Regional Research (CSESS-OD-1082), a McIntire-Stennis project may contribute to a master Regional Research Fund (RRF) project. The leader of the contributing project shares fully in the responsibilities and advantages of participation in the technical committee for the master project, but he receives no RRF funds and the McIntire-Stennis funds assigned to his project are not reflected in RRF reporting.

Administrative-Technical Representatives have discretion in assignment of non-Federal funds to McIntire-Stennis projects in the interest of maximum productivity in the individual projects and in the program as a whole. It is not necessary to assign matching funds to projects on an individual 50-percent-Federal/50-percent-State basis.

The McIntire-Stennis Act stipulates in section 3 that funds "appropriated and made available to the States under this Act shall be in addition to allotments or grants that may be made under other authorizations." This is further explained in section A of this manual.

5. Custody of Funds and Accounting for Interest

McIntire-Stennis funds allotted to State institutions are payable to the custodian of Federal funds for the McIntire-Stennis Program, who is appointed by the highest executive officer of the participating institution and thereby responsible as their custodian. McIntire-Stennis funds are not the property of the State, nor of the custodian of Federal funds for the McIntire-Stennis Program, but are only in his custody for disbursement as authorized by the Administrative-Technical Representative. The McIntire-Stennis Act does not
specify where nor in what depository the custodian shall deposit these funds. They should be handled under banking arrangements ordinarily used. His custodianship is not terminated until they are expended for the purposes specified or unobligated balances are returned to the U.S. Treasury.

It is essential that McIntire-Stennis funds, wherever deposited, be available promptly at all times for disbursement in payment of claims authorized by the Administrative-Technical Representative. The deposit of these funds in the State treasury, if found necessary and expedient in connection with the safekeeping, disbursement, and control thereof, may be made without legal objection. Such deposit, however, does not relieve the Administrative-Technical Representative of the responsibility for the budgeting and expenditure of the funds. Nor does it alter responsibility of the duly appointed custodian of Federal funds for accountability of the funds and the payment of claims approved by the Administrative-Technical Representative.

Maintenance of the McIntire-Stennis funds in a separate deposit account is required if any interest accrues on the deposit of these funds. Provision is made in the annual financial report for certification by the legal custodian of Federal funds for the McIntire-Stennis Program and the Administrative-Technical Representative as to any interest that may have been earned on the deposit of the McIntire-Stennis funds. If any interest has been earned, the amount is to be remitted by check, payable to the Cooperative State Research Service, U.S. Department of Agriculture, for transmittal to the U.S. Treasury.

6. Payment of Funds to Participating Institutions

Funds appropriated under authorization of the McIntire-Stennis Act are paid to the custodian of Federal funds for the McIntire-Stennis Act on an annual fiscal year appropriation basis, beginning July 1. Payments of McIntire-Stennis funds to the participating institutions are made in quarterly installments on the first day of July, October, January and April in each fiscal year, in accordance with a formula described in section C preceding, and with the proportional allocation made by the Governor's Designee if more than one institution in the State is certified for participation.


The custodian of Federal funds for the McIntire-Stennis Program is required to send to the Cooperative State Research Service on or before September 1 of each year a statement of the amounts received and obligated, and of the unobligated balance for carryover to the subsequent year, on forms prescribed by the Secretary of Agriculture. The annual financial report also includes a statement of the non-Federal funds obligated as offset (matching), the total of non-Federal funds available and obligated, and a certificate as to the amount earned as interest on the deposit of McIntire-Stennis funds. The annual financial report is signed by both the Administrative-Technical Representative and the custodian of the Federal funds.

8. Handling of Unobligated Balances

McIntire-Stennis funds not obligated by June 30 of the fiscal year following the year of appropriation must be returned to the Cooperative State Research Service, for transmittal to the U.S. Treasury.

9. Borrowing or Transfer of Funds

There is no authority to borrow funds to be repaid out of appropriations made under the McIntire-Stennis Act, or for transferring Federal funds for temporary use to a State account.

10. Diminishment, Loss, or Misuse of Funds

If any portion of the allotted funds received by the authorized custodian of Federal funds for the McIntire-Stennis Program of any participating institution shall by any action or contingency be diminished, lost, or misapplied, it shall be replaced by the institution concerned and until so replaced, no subsequent appropriation shall be allotted.
or paid to such institution. There is no limitation on the time within which the replacement shall be made, but no further apportionment can be made until the lost moneys are replaced or until the Administrator of the Cooperative State Research Service makes an official ruling on the individual case.

11. Employer Contributions to Retirement Systems

Only those employees receiving salary payments from McIntire-Stennis funds are eligible for employer contributions from these funds, and then only in proportion to McIntire-Stennis funds received. The employer contributions from McIntire-Stennis funds cannot exceed the amount designated as employer contributions under the particular retirement system which is in force at the participating institution. The use of McIntire-Stennis funds during any fiscal year as employer contributions to a retirement system is limited to an amount not exceeding 5 percent of that portion of the salaries paid during the fiscal year from McIntire-Stennis funds to employees who participate in the retirement system.

Employer contributions from McIntire-Stennis funds to a retirement system in effect at a participating institution must be at least equal to the total contributions to that system on the part of the individuals concerned, or the State, either separately or in combination.

Contributions to the retirement fund paid by the individual from his salary, irrespective of source, would qualify as contributions on the part of the individual. Contributions to the retirement fund paid by the State may include funds derived from endowments, foundations, and similar sources, provided such funds are turned over to and disbursed by a State agency.

The Cooperative State Research Service has responsibility for ascertaining compliance with the provisions of the Act in cases where deposits of payments of McIntire-Stennis research funds are made as employer contributions to retirement systems in favor of employees of participating institutions receiving salary payments from these funds. Properly approved vouchers and evidence showing that employee contributions and/or State contributions equal the amount paid from McIntire-Stennis funds should be available to the CSRS representative at the time of the review of McIntire-Stennis fund expenditures.

These provisions do not apply to employees eligible to participate in the U.S. Civil Service Retirement Act.

12. Employer Contributions to Social Security (Old Age and Survivor's Insurance)

McIntire-Stennis funds may be used to pay employer contributions toward old age and survivor's insurance on that portion of salary paid from McIntire-Stennis funds to any employee subject to the Federal Insurance Contributions Act. These employer contributions may be in addition to contributions to retirement systems.

13. Other Employer Contributions for State Employees

Where insurance contributions are made regularly by a State or university in connection with its employees, such contributions may be paid with McIntire-Stennis funds. With proper administrative control, McIntire-Stennis funds may be used for employer contributions to such programs (insurance and the like) as are accepted in employer-employee relationships, which are not specifically prohibited.

14. Patent Policy

Under Departmental practice, the participating institutions set their own guidelines, within the framework of applicable State laws, for the disposition of any inventions and information which might be developed under direct grants.

The McIntire-Stennis Act does not have a section governing patent rights. Thus, the CSRS position is that Federal patent policies applicable to Government employees or to Government contracts do not apply to McIntire-Stennis funds. Participating institutions handle their patent programs under policies which they establish, within the framework of applicable State laws. As these are public institutions and are tax-supported, it has been generally the administrative policy of most of the participating institutions that the individual researcher conducting patentable research may not obtain title (commercial rights) in the patents which result from his work.
F. LIMITATIONS IN THE USE OF McINTIRE STENNIS FUNDS

1. Definitions

The following definitions are given below for the purposes of the annual financial report:

a. "Expenditures" are defined as cash payments made, net of refunds, for goods and services received, other assets acquired and performance accepted during the reporting period.

b. "Unliquidated obligations" consist of orders placed, contracts awarded, services received, and similar transactions during the reporting period for which payment has not been made.

c. "Total obligations" include both paid and unpaid items, payments not preceded by obligations, and the reflection of adjustments for the difference between obligations and actual payments. Such amounts shall also be net of cancellations and refunds arising during the reporting period.

2. Maximum Obligation in Any One Fiscal Year

Total obligations incurred by a participating institution in any fiscal year to be paid from McIntire-Stennis funds cannot exceed the amount allotted to the institution for that year, plus any amount carried over for obligation from the previous fiscal year allotment. McIntire-Stennis funds allotted in a given fiscal year are closed for obligation on June 30 of the fiscal year following the year of appropriation. Funds remain available for payment of unliquidated obligations for one additional fiscal year. Wherever possible, all payments for obligations of a given fiscal year should be cleared prior to filing the annual financial report for that year, on or before September 1. The entire cost of rental or service contracts may be reported as an obligation against the fiscal year current at the time the obligation is incurred even though the period of such rental or service carries over into the subsequent fiscal year. Utility bills covering service beyond a fiscal year, e.g., June 6 to July 6, are obligations against the fiscal year in which the service period ends.

3. Administrative Planning and Direction

In the legislative history of the McIntire-Stennis Act, it was clearly established as the intent of Congress that funds appropriated would be spent as far as possible in direct support of research and that minimum expenditure should be made for administration. McIntire-Stennis funds may be used to pay only minimum, necessary expenses of administrative planning and direction of research supported by McIntire-Stennis funds, and in payment of minimum, necessary expenses involved in planning research authorized under the McIntire-Stennis Act which is to be undertaken in cooperation with such other agencies and individuals as may contribute to the accomplishment of objectives. Proposals to provide for the payment of administrative costs should be directed to the Cooperative State Research Service for consideration and approval, and are subject to review.

4. Joint Employment

No portion of the McIntire-Stennis funds may be used for paying salaries or wages for activities other than forestry research, as specified in the Act. In case the same persons are employed in the McIntire-Stennis Program and other programs or activities of the institution, it is expected that a fair and equitable division of salaries or wages will be made in proportion to the research time devoted to McIntire-Stennis projects. The distribution is subject to CSRS review. This principle relating to equitable distribution also applies in all cases involving increases or reductions in salaries paid in part from McIntire-Stennis funds.

It is required that McIntire-Stennis funds be charged only their equitable share of any expenditure made for the joint benefit of the McIntire-Stennis program, other programs and activities.

5. Limitation on Expenditures for Research Equipment

In accord with the intent of Congress, expenditure of Federal funds for research equipment should be limited to not more than one-third of the total allotment for the fiscal year. This policy is subject to relaxation in only the most special circumstances, upon prior approval of CSRS. The
limitation is not applied within individual project budgets.

6. Independent and Branch Stations

Investigations in outlying localities may be supported with McIntire-Stennis funds, if carried out under the supervision of the Administrative-Technical Representative, who is responsible for the funds. The Federal funds may not, however, be used for the establishment or general maintenance of independent and branch stations.

7. Rental of Buildings and Land of the Certified Institution

Rental payment for buildings or land owned by the participating institution cannot be made from McIntire-Stennis funds.

8. Publications

The printing and distribution of only such publications as will record the researches and experimental work supported by McIntire-Stennis funds may be paid from such funds. Whenever results are published with other material, as for instance in the annual reports of the stations, a due proportion of the cost of publication may be charged to the McIntire-Stennis funds. State funds used for publishing the results of forestry research are acceptable for matching purposes.

While fixed sums from McIntire-Stennis funds cannot be used to establish libraries or maintain existing libraries, such funds can be used for any reference material needed for research, including books, periodicals, charts, and maps. McIntire-Stennis funds may be used to contribute toward payment of assessed costs for publishing scientific papers in non-Government scientific journals only when the following conditions are met: (1) charges are reasonable and constitute only a part of the entire cost of publication; (2) the papers are concise and significant original contributions to a field of scientific knowledge within the responsibility of the institution; and (3) the journal concerned is an established nonprofit scientific one that does not show partiality in making charges. Charges made by scientific journals for author's alterations, or charges for expediting publication are not authorized.

9. Operation of Experimental Forests and Large-Scale Field Experiments Yielding Income

Expenses involved in the operation of experimental forests and large-scale field experiments yielding income are chargeable to the McIntire-Stennis funds only to the extent that they are essential to carrying out procedures of approved projects. After initiation, in projects involving large maintenance costs, such recurring costs should be met as far as possible from receipts derived from the disposal of surplus products of the investigations and the McIntire-Stennis funds should be reserved primarily for payment of salaries, carrying out technical procedures, recording and analyzing the data, and publishing the results. The foregoing principles are applicable to all large-scale investigations that yield appreciable quantities of salable products.

10. Heat, Light, Water, Power, Communication, and Janitor Services

Charges for heat, light, water, power, communication, and janitor services are acceptable when based on the actual service rendered to the institution and when related directly to approved projects. Charges against McIntire-Stennis funds for the complete heating, lighting, or care of a college building, only a part of which is used by the institution, cannot be approved.

11. Insurance Premiums

McIntire-Stennis funds should not be used for the payment of insurance premiums on buildings and other institutional property or accident insurance on cars and trucks. If insurance is required by State law, it should be provided by the State.

12. State and Local Taxes

McIntire-Stennis procedure follows a Hatch Act ruling. According to a 1957 decision of the Comptroller General, Hatch funds may be used to pay State sales taxes on services or commodities purchased to carry out the purposes of the Hatch Act, provided such taxes are also paid from funds of non-Federal origin available to the institution for conduct of research.
13. Federal Taxes

The Revenue Act of 1943 exempts from excise taxes purchases and other expenditures by the States, territories of the United States, or political subdivisions thereof, and the sources of the funds out of which expenditures are made appear to be immaterial. Since McIntire-Stennis funds are allocated for expenditures by the States in accordance with approved programs and projects, they are not subject to Federal excise taxes and the McIntire-Stennis funds should not be used for paying such taxes. If, however, owing to exceptional or emergency conditions the institution should be required to pay excise taxes on a purchase or other expenditure made from McIntire-Stennis funds, the institution may pay such taxes from the Federal fund.

14. Use of Income from Sales

It is expected that sales receipts derived as legitimate residues of research supported by the McIntire-Stennis funds will be used for reinvestment by the institution in McIntire-Stennis research.

15. Travel

McIntire-Stennis funds cannot be used for: travel of researchers to fairs, exhibits, or extension or other nonresearch activities; travel of a candidate for interview regarding employment, even if he is subsequently employed; or travel of a non-institution specialist unless he is appointed a temporary staff member and presents an itemized account of travel. McIntire-Stennis funds may be used to pay the travel expenses of a Federal employee engaged in a consultant capacity, if the work is of mutual interest and covered by cooperative agreement or other documentation and reimbursement is made in accordance with U.S. Government Travel Regulations. The Federal employee must file a copy of the reimbursement voucher with his agency.

In all cases of travel, a brief justification should be shown on the voucher or authorization attached thereto. Each case, except for travel to Canada and New Mexico from adjoining states, proposing foreign travel requires prior CSRS approval. Employees may be authorized to visit foreign laboratories to consult with specialists doing research similar to theirs.

G. PURPOSES FOR WHICH McINTIRE-STENNIS FUNDS MAY NOT BE USED

1. Expenditures not approved by the Administrative-Technical Representative or his authorized agent.
2. Expenditures that are not part of an approved McIntire-Stennis project.
3. Purposes other than research: i.e., teaching, extension, regulatory, or service work.
4. Salaries of workers while temporarily withdrawn from McIntire-Stennis Program work.
5. Payment before value is received, except when advance payment is required for specific services. (See preceding paragraph, entitled "Advance Payments.")
7. Acquisition of land, construction or acquisition of buildings, and additions thereto.
8. Rent for college buildings or land.
9. Premiums for insurance on buildings and other institution property, and on automobiles.
10. Property taxes.
11. License plates for automobiles and trucks.
12. Drivers' licenses or permits.
13. Interest charges.
15. Temporary substitutions for State funds.
17. Bonds for custodian of McIntire-Stennis funds.
18. Registration of animals.
19. Expenses incurred in applying for, acquiring, and defending patents.
20. Membership fees in the Association of State Universities and Land-Grant Colleges, ASCUFRO, or in other organizations.
21. Nonexpendable equipment on projects about to terminate or become inactive.
22. Travel of prospective employees.
23. Travel of noninstitution consultant unless included in professional fee.
24. Travel to fairs and exhibits.

H. ACCOUNTS OF PARTICIPATING INSTITUTIONS

1. Essential Requirements

The Cooperative State Research Service, assisted by the Office of Management Services, USDA, is charged with examining expenditures of the McIntire-Stennis funds. This function is performed as a regular part of the research program review conducted by CSRS and is not deemed to be an audit. The voucher or schedule presented to the custodian for payment against McIntire-Stennis funds must bear the signature of the Administrative-Technical Representative or his authorized representative. Individual vouchers need not be signed by the Administrative-Technical Representative or his authorized representative if a schedule is used for payment and such schedule, or copy thereof, properly signed and supported by the individual vouchers, is available for review by the CSRS representative.

The following information should be shown on all vouchers:

1. Name of payee.
2. Date of delivery or period of service covered.
3. Project(s) and fiscal year chargeable.
4. Amount.
6. Brief statement of justification for travel or unusual items.
7. Classification of expenditure.

If the canceled check is not attached to the respective vouchers, the voucher should show the number or other identification of the check issued. The original vouchers and canceled checks are to be made available to the CSRS representative if requested; otherwise, certified copies of such documents will suffice for the purpose of the routine examination of accounts.

2. Retention of Vouchers and Other Payment Documents

Institutions should retain McIntire-Stennis vouchers or other payment documents for at least 5 years.

3. Uncashed Checks

In order that the institutions may close accounts after a reasonable time, the following procedure may be established for handling uncanceled checks for either services or purchases: For checks which remain uncashed for 1 year and 11 months after the appropriation chargeable has ceased to be available for obligation, payment should be stopped at the bank. After the bank has been instructed to stop payment, the amount of such uncashed checks should be reported on the next financial report submitted to CSRS. (See instructions for completing the annual financial report.) If an institution should receive a certified invoice subsequent to such stop-payment action, the invoice should be forwarded to CSRS for processing through the U.S. Treasury.

4. Refunds and Rebates

When refunds and rebates are collected on transportation charges or purchases paid with McIntire-Stennis funds, such amounts should be reported on the next financial report submitted to CSRS. After the accounts are closed at the end of the third year, these amounts should be refunded to CSRS. (See instructions for completing the annual financial report.)

5. Matching (Offset) Expenditures—Accounting Requirements

CSRS requires that separate accounts be maintained for non-Federal funds budgeted and made available to match McIntire-Stennis funds. Such accounts showing that expenditures of non-Federal funds for forestry research equal or exceed the amount required for matching under the McIntire-Stennis Act should be made available for review by the CSRS representative.
6. Classification of Expenditures

The classification of objects of expenditures follows provisions of the coordinate Hatch Act, the requirements of Executive Order No. 8512 of August 13, 1940 (which prescribes requirements with respect to budgetary administration and financial reporting), and Bureau of the Budget Circular No. A-12 (July 22, 1960), as follows. It is based on the nature of the service, articles, or other items involved, as distinguished from the purpose for which such obligations are incurred. Listed below are those object classes considered necessary for ascertainment by the Cooperative State Research Service that expenditures are appropriate under the McIntire-Stennis Act. The numerical class symbols used are those of Circular A-12.

7. Object Classes

<table>
<thead>
<tr>
<th>10 PERSONAL SERVICES</th>
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<tbody>
<tr>
<td>11 Personnel Compensation (Administrative)</td>
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<tr>
<td>12 Personnel Compensation (All Other)</td>
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</tbody>
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<table>
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<tr>
<th>20 TRAVEL</th>
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<tbody>
<tr>
<td>21 Travel and Transportation of Persons</td>
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</table>

<table>
<thead>
<tr>
<th>30 CAPITAL ASSETS</th>
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</thead>
<tbody>
<tr>
<td>31 Equipment</td>
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<tr>
<td>32 Lands and Structures (non-Federal only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>40 OTHER OPERATING EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>41 Personnel Benefits</td>
</tr>
<tr>
<td>42 Supplies and Materials</td>
</tr>
<tr>
<td>43 All Other</td>
</tr>
</tbody>
</table>

8. Definition of Object Classes

10 PERSONAL SERVICES

Comprises gross compensation (before deductions for taxes and other purposes) for services of individuals, including terminal leave payments. This classification covers all payments (salaries, wages, and fees) for personal services and commissions, fees, etc., for special and miscellaneous services rendered by consultants or others employed on a per diem or fee basis. It also includes cost-of-living allowances and additional pay for overtime, holiday, standby, and night work.

11 Administrative.--Includes contributions to salary of Administrative-Technical Representative (See section F-3), and other purely administrative personal services not considered part of program costs.

12 All Other.--All salaries other than those classified under 11 above.

20 TRAVEL

21 Travel and Transportation of Persons.--Includes transportation of persons, their subsistence while in an authorized travel status, and incidental travel expenses. This classification consists of both (a) travel away from official station, and (b) local travel and transportation of persons in and around the official station. It includes rental of all passenger-carrying vehicles even though they may be used incidentally for transportation of things.

30 CAPITAL ASSETS

31 Equipment.--Includes personal property of a more or less durable nature; that is, which may be expected to have a period of service of a year or more after being put into use without material impairment of its physical condition. It includes charges for services in connection with initial installation of equipment when performed under contract. It excludes commodities which are converted in the process of construction or manufacture, or which are used to form a minor part of equipment or fixed property. Comprises transportation equipment, such as automobiles, motor-trucks, tractors, and wagons; furniture, furnishings, and fixtures; books; livestock (other than that purchased for slaughter); implements and tools; machinery; and instruments and apparatus.

32 Land and Structures (Item a below applies to non-Federal funds only--see section G-7).--Includes (a) acquisition of land, acquisition or construction of buildings and structures, and additions thereto; (b) nonstructural improvements of land, such as fences and wells, when acquired under contract; and (c) fixed equipment, such as air-conditioning or refrigerating systems (whether an addition or a replacement), when acquired under contract. Includes (d) charges for services in connection with initial installations of fixed equipment when performed under contract.
40 OTHER OPERATING EXPENSES

41 Personnel Benefits.--Includes all cash payments incidental to personal services, such as quarters allowances, cash awards, and employer's share of costs of employees' life insurance, health benefits, social security taxes, and similar payments, including employer's contributions to the retirement of employees at land-grant colleges as provided for by the act of Congress approved March 4, 1940, entitled "An Act to Aid the States and Territories in Making Provisions for the Retirement of Employees of the Land-Grant Colleges."

42 Supplies and Materials.--Comprises all commodities whether acquired by formal contract or other form of purchase, (a) which are ordinarily consumed or expended within 1 year after they are put into use, or (b) which are converted in the process of construction or manufacture, or (c) which are used to form a minor part of equipment or fixed property. This classification consists of office supplies, small laboratory animals, subscriptions to periodicals, chemicals, fuels (including gas and oil purchased under credit cards while in an official travel status), clothing and clothing supplies, provisions, forage and stable supplies, cleaning and toilet supplies, materials and parts, and property of little monetary value.

43 All Other.--Includes all other operating expenses such as the following:

(a) Transportation of things.--Comprises those charges for the transportation of things (including animals) which are paid or to be paid directly by the station and not by the vendor, such as freight and express, and drayage and other local transportation. It includes contractual charges for the care of such things while in process of being transported, and postage used in parcel post, including parcel post insurance. Where an invoice covers charges for transportation as well as articles purchased, the transportation charges may be considered a part of the purchase price for purposes of classification.

(b) Rent, communications, and utilities.--Includes charges for possession and use of land, structures, or equipment (other than transportation equipment) owned by another, the possession of which is to be relinquished at a future time. Includes the transmission of messages from place to place, such as contractual charges for land telegraph service, marine cable service, radio and wireless telegraph service, telephone and teletype service; rental of post-office boxes; and contractual messenger service. It also includes switchboard and service charges and telephone installation costs. It includes payment of fees for mail handling and services (other than parcel post), including airmail, special delivery, etc. It includes charges for heat, light, power, water, gas, electricity, and other utility services, exclusive of transportation.

(c) Printing and reproduction.--Comprises contractual services for the printing, binding, and reproduction of books, pamphlets, documents, and other publications, such as lithographing, multigraphing, mimeographing, photostating, blueprinting, and photography. Also includes standard forms when specially printed or assembled to order, and printed envelopes and letterheads.

(d) Other contractual services.--Comprises all contractual services not otherwise classified. Supplies and materials furnished by the contractor in connection with such services are included, even though they may be separately itemized on the voucher. Charges for services in connection with initial installation of equipment, when performed by the vendor, are excluded. Includes repairs and alterations to buildings, equipment, etc., when done by contract.

(e) Taxes and assessments.--Includes the amount of taxes and special assessments imposed by taxing authorities where the Federal Government has consented to taxation. McIntire-Stennis funds are not generally subject to Federal taxes, including gasoline tax. If, however, the Internal Revenue Service should call for payment of taxes on McIntire-Stennis expenditures for items mentioned in the Revenue Act of 1943 as not exempt (namely, telephone toll calls, telegraphic cables, transportation of persons and property, etc.), the funds are considered taxable. The classification 43 would apply where the buildings were secured under a similar contractual arrangement, the correct classification would be 32.

2 Contractual services are interpreted to mean those performed by a firm or individual not in the employ of the institution, who agrees to perform a certain job or service for a stated price which would include the cost of any materials necessary to do the job. The distinction may be clarified by examples. If the institution buys supplies and materials from a dealer or other supplier for use in the construction, repair, or alteration of buildings and employs labor to do the work, the supplies and materials would be classified as 42 and the labor as 12. If, however, the obligation is essentially that of a service performed by a contractor who furnished labor and materials as a part of his contract, and the repairs or alterations do not add materially to the value of the property, the classification 43 would apply. If additions and alterations materially adding to the original value of the buildings were secured under a similar contractual arrangement, the correct classification would be 32.
etc.), the institutions may pay such taxes from McIntire-Stennis allocations, and this classification would apply.

9. Classification of Items of Expenditure

Although the classification of all items of expenditure is determined by the nature of the services, articles, or other items involved, as distinguished from the purposes for which the obligations were incurred, the following listing in use in the coordinate Hatch program, with deletion of some items not used in forestry research, indicates the object classes ordinarily appropriate:

<table>
<thead>
<tr>
<th>Item</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animals, small laboratory</td>
<td>42</td>
</tr>
<tr>
<td>Automobile mileage</td>
<td>21</td>
</tr>
<tr>
<td>Automobile repairs</td>
<td>43</td>
</tr>
<tr>
<td>Automobile servicing</td>
<td>43</td>
</tr>
<tr>
<td>Automobile storage at headquarters</td>
<td>43</td>
</tr>
<tr>
<td>Automobile storage in travel status</td>
<td>21</td>
</tr>
<tr>
<td>Bags, barrels, baskets, etc.</td>
<td>42</td>
</tr>
<tr>
<td>Balances</td>
<td>31</td>
</tr>
<tr>
<td>Battery (if direct purchase)</td>
<td>42</td>
</tr>
<tr>
<td>Battery (if obtained on contract for servicing automobiles including replacement of parts)</td>
<td>43</td>
</tr>
<tr>
<td>Bedding for animals</td>
<td>42</td>
</tr>
<tr>
<td>Bibliofilm</td>
<td>31</td>
</tr>
<tr>
<td>Binding periodicals, etc.</td>
<td>43</td>
</tr>
<tr>
<td>Board, in travel status</td>
<td>21</td>
</tr>
<tr>
<td>Board, laborers, part of wages</td>
<td>12</td>
</tr>
<tr>
<td>Bookcases and shelves</td>
<td>31</td>
</tr>
<tr>
<td>Books (reference)</td>
<td>31</td>
</tr>
<tr>
<td>Bottles and carboys</td>
<td>42</td>
</tr>
<tr>
<td>Breeding cages</td>
<td>31</td>
</tr>
<tr>
<td>Brooms</td>
<td>42</td>
</tr>
<tr>
<td>Brushes</td>
<td>42</td>
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<tr>
<td>Bulbs, electric light</td>
<td>42</td>
</tr>
<tr>
<td>Calculators</td>
<td>31</td>
</tr>
<tr>
<td>Cameras</td>
<td>31</td>
</tr>
<tr>
<td>Cards</td>
<td>42</td>
</tr>
<tr>
<td>Charts and maps (consumable)</td>
<td>42</td>
</tr>
<tr>
<td>Charts and maps (reference)</td>
<td>31</td>
</tr>
<tr>
<td>Chemicals, drugs, etc.</td>
<td>42</td>
</tr>
<tr>
<td>Cuts, halftones, etc., illustrations</td>
<td>43</td>
</tr>
<tr>
<td>Drawing Instruments</td>
<td>31</td>
</tr>
<tr>
<td>Drugs</td>
<td>42</td>
</tr>
<tr>
<td>Feed (if charge for transportation is on same invoice it can be considered as part of the purchase price)</td>
<td>42</td>
</tr>
<tr>
<td>Fees for professional or technical service</td>
<td>12</td>
</tr>
<tr>
<td>Fences</td>
<td>32</td>
</tr>
<tr>
<td>Files, office</td>
<td>31</td>
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<tr>
<td>Films, developing</td>
<td>43</td>
</tr>
<tr>
<td>Flowerpots</td>
<td>42</td>
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<tr>
<td>Forceps</td>
<td>31</td>
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<tr>
<td>Fuel and lubricants</td>
<td>42</td>
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<tr>
<td>Fungicides</td>
<td>42</td>
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<tr>
<td>Gasoline</td>
<td>42</td>
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<tr>
<td>Glassware (laboratory)</td>
<td>42</td>
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<tr>
<td>Hardware (expendable)</td>
<td>42</td>
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<tr>
<td>Hose</td>
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<td>Hotbed sash</td>
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<tr>
<td>Ice and other refrigerants</td>
<td>42</td>
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<tr>
<td>Implements (farm)</td>
<td>31</td>
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<tr>
<td>Incubators</td>
<td>31</td>
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<tr>
<td>Insecticides</td>
<td>42</td>
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<tr>
<td>Irrigation ditches and flumes, permanent</td>
<td>32</td>
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<tr>
<td>Irrigation water</td>
<td>43</td>
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<tr>
<td>Labels, tags, and bands</td>
<td>42</td>
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<tr>
<td>Ladders</td>
<td>31</td>
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<tr>
<td>Laundry and towel service</td>
<td>43</td>
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<tr>
<td>Laundry, in travel status</td>
<td>21</td>
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<tr>
<td>Livestock (other than breeding)</td>
<td>42</td>
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<tr>
<td>Lumber</td>
<td>42</td>
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<tr>
<td>Lysimeters built in place</td>
<td>32</td>
</tr>
<tr>
<td>Machines, office</td>
<td>31</td>
</tr>
<tr>
<td>Magazines (reference).</td>
<td>42</td>
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<tr>
<td>Medicines</td>
<td>42</td>
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<tr>
<td>Paint</td>
<td>42</td>
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<tr>
<td>Paper, blueprint</td>
<td>42</td>
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<tr>
<td>Parcel post</td>
<td>43</td>
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<tr>
<td>Photographic equipment</td>
<td>31</td>
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<tr>
<td>Photographic supplies</td>
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<tr>
<td>Plants</td>
<td>42</td>
</tr>
<tr>
<td>Platinumware</td>
<td>31</td>
</tr>
<tr>
<td>Postage</td>
<td>43</td>
</tr>
<tr>
<td>Presses, laboratory</td>
<td>31</td>
</tr>
<tr>
<td>Printed forms and letterheads</td>
<td>43</td>
</tr>
<tr>
<td>Pruning shears</td>
<td>42</td>
</tr>
<tr>
<td>Pumps</td>
<td>31</td>
</tr>
<tr>
<td>Radioactive material</td>
<td>42</td>
</tr>
<tr>
<td>Refrigerators</td>
<td>31</td>
</tr>
<tr>
<td>Rent of cold storage or common storage</td>
<td>43</td>
</tr>
<tr>
<td>Rent of office machines</td>
<td>43</td>
</tr>
<tr>
<td>Rent of passenger-carrying vehicles</td>
<td>21</td>
</tr>
<tr>
<td>Reprints, scientific papers</td>
<td>43</td>
</tr>
<tr>
<td>Reservoirs for water storage</td>
<td>32</td>
</tr>
<tr>
<td>Seeds</td>
<td>42</td>
</tr>
<tr>
<td>Shade cloth</td>
<td>42</td>
</tr>
<tr>
<td>Item</td>
<td>Symbol</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Shading frames</td>
<td>32</td>
</tr>
<tr>
<td>Spray materials</td>
<td>42</td>
</tr>
<tr>
<td>Structures, portable</td>
<td>32</td>
</tr>
<tr>
<td>Subscriptions to scientific journals</td>
<td>42</td>
</tr>
<tr>
<td>Tarpaulins</td>
<td>42</td>
</tr>
<tr>
<td>Tests, chemical and biological (service)</td>
<td>43</td>
</tr>
<tr>
<td>Tools, manual and power</td>
<td>31</td>
</tr>
<tr>
<td>Towels</td>
<td>42</td>
</tr>
<tr>
<td>Tractor or truck, hire</td>
<td>43</td>
</tr>
<tr>
<td>Transportation charges</td>
<td>43</td>
</tr>
<tr>
<td>Tubing: glass, rubber, plastic</td>
<td>42</td>
</tr>
<tr>
<td>Typewriter—repair</td>
<td>43</td>
</tr>
<tr>
<td>Typewriters</td>
<td>31</td>
</tr>
<tr>
<td>Ultraviolet or infrared apparatus</td>
<td>31</td>
</tr>
<tr>
<td>Veterinary service</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages: janitors, field laborers, etc</td>
<td>12</td>
</tr>
<tr>
<td>Watermeters (irrigation)</td>
<td>31</td>
</tr>
<tr>
<td>Wells</td>
<td>32</td>
</tr>
</tbody>
</table>

I. PENALTY MAIL PRIVILEGE

Penalty mail privileges are not available to non-land-grant institutions certified under the Act. For land-grant institutions, provisions are those given on pp. 12-14 of the Administrative Manual for the Hatch (Experiment Station) Act as Amended and Section 204(b) of the Agricultural Marketing Act, United States Department of Agriculture Miscellaneous Publication No. 963, August 1964.

J. THE McINTIRE-STENNIS COOPERATIVE FORESTRY RESEARCH ACT

Public Law 87-788
87th Congress, H. R. 12688
October 10, 1962

AN ACT

To authorize the Secretary of Agriculture to encourage and assist the several States in carrying on a program of forestry research, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That it is hereby recognized that research in forestry is the driving force behind progress in developing and utilizing the resources of the Nation's forest and related rangelands. The production, protection, and utilization of the forest resources depend on strong technological advances and continuing development of the knowledge necessary to increase the efficiency of forestry practices and to extend the benefits that flow from forest and related rangelands. It is recognized that the total forestry research efforts of the several State colleges and universities and of the Federal Government are more fully effective if there is close coordination between such programs, and it is further recognized that forestry schools are especially vital in the training of research workers in forestry.

SEC. 2. In order to promote research in forestry, the Secretary of Agriculture is hereby authorized to cooperate with the several States for the purpose of encouraging and assisting them in carrying out programs of forestry research.

Such assistance shall be in accordance with plans to be agreed upon in advance by the Secretary and (a) land-grant colleges or agricultural experiment stations established under the Morrill Act of July 2, 1862
(12 Stat. 503), as amended, and the Hatch Act of March 2, 1887 (24 Stat. 440), as amended, and (b) other State-supported colleges and universities offering graduate training in the sciences basic to forestry and having a forestry school; however, an appropriate State representative designated by the State's Governor shall, in any agreement drawn up with the Secretary of Agriculture for the purposes of this Act, certify those eligible institutions of the State which will qualify for assistance and shall determine the proportionate amounts of assistance to be extended these certified institutions.

SEC. 3. To enable the Secretary to carry out the provisions of this Act there are hereby authorized to be appropriated such sums as the Congress may from time to time determine to be necessary but not exceeding in any one fiscal year one-half the amount appropriated for Federal forestry research conducted directly by the Department of Agriculture for the fiscal year preceding the year in which the budget is presented for such appropriation. Funds appropriated and made available to the States under this Act shall be in addition to allotments or grants that may be made under other authorizations.

SEC. 4. The amount paid by the Federal Government to any State-certified institutions eligible for assistance under this Act shall not exceed during any fiscal year the amount available to and budgeted for expenditure by such college or university during the same fiscal year for forestry research from non-Federal sources. The Secretary is authorized to make such expenditures on the certificate of the appropriate official of the college or university having charge of the forestry research for which the expenditures as herein provided are to be made. If any or all of the colleges or universities certified for receipt of funds under this Act fails to make available and budget for expenditure for forestry research in any fiscal year sums at least as much as the amount for which it would be eligible for such year under this Act, the difference between the Federal funds available and the funds made available and budgeted for expenditure by the college or university shall be reapportioned by the Secretary to other eligible colleges or universities of the same State if there be any which qualify therefor and, if there be none, the Secretary shall reapportion such differences to the qualifying colleges and universities of other States participating in the forestry research program.

SEC. 5. Apportionments among participating States and administrative expenses in connection with the program shall be determined by the Secretary after consultation with a national advisory board of not less than seven officials of the forestry schools of the State-certified eligible colleges and universities chosen by a majority of such schools. In making such apportionments consideration shall be given to pertinent factors including, but not limited to, areas of non-Federal commercial forest land and volume of timber cut annually from growing stock.

SEC. 6. The Secretary is authorized and directed to prescribe such rules and regulations as may be necessary to carry out the provisions of this Act and to furnish such advice and assistance through a cooperative State forestry research unit in the Department of Agriculture as will best promote the purposes of this Act. The Secretary is further authorized and directed to appoint an advisory committee which shall be constituted to give equal representation to Federal-State agencies concerned with developing and utilizing the Nation's forest resources and to the forest industries. The Secretary and the national advisory board shall seek at least once each year the counsel and advice of the advisory committee to accomplish effectively the purposes of this Act.

SEC. 7. The term "forestry research" as used in this Act shall include investigations relating to: (1) Reforestation and management of land for the production of crops of timber and other related products of the forest;
(2) management of forest and related watershed lands to improve conditions of waterflow and to protect resources against floods and erosion; (3) management of forest and related rangeland for production of forage for domestic livestock and game and improvement of food and habitat for wildlife; (4) management of forest lands for outdoor recreation; (5) protection of forest land and resources against fire, insects, diseases, or other destructive agents; (6) utilization of wood and other forest products; (7) development of sound policies for the management of forest lands and the harvesting and marketing of forest products; and (8) such other studies as may be necessary to obtain the fullest and most effective use of forest resources.

SEC. 8. The term "State" as used in this Act shall include Puerto Rico.

Approved October 10, 1962.
# APPENDIX A

INSTITUTIONS CERTIFIED FOR PARTICIPATION IN THE McINTIRE-STENNIS COOPERATIVE FORESTRY RESEARCH PROGRAM

<table>
<thead>
<tr>
<th>State</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALABAMA</td>
<td>Auburn University, Auburn 36830</td>
</tr>
<tr>
<td>ALASKA</td>
<td>University of Alaska, College 99735</td>
</tr>
<tr>
<td>ARIZONA</td>
<td>University of Arizona, Tucson 85700, *Northern Arizona University, Flagstaff 86001</td>
</tr>
<tr>
<td>ARKANSAS</td>
<td>Agricultural Experiment Station of University of Arkansas, Fayetteville 72701</td>
</tr>
<tr>
<td>CALIFORNIA</td>
<td>University of California, Berkeley 94700, *Humboldt State College, Arcata 95521</td>
</tr>
<tr>
<td>COLORADO</td>
<td>Colorado State University, Fort Collins 80521</td>
</tr>
<tr>
<td>CONNECTICUT</td>
<td>Connecticut Agricultural Experiment Station, New Haven 06500, Storrs Agricultural Experiment Station, Storrs 06268</td>
</tr>
<tr>
<td>DELAWARE</td>
<td>University of Delaware, College of Agricultural Sciences and Agricultural Experiment Station, Newark 19711</td>
</tr>
<tr>
<td>FLORIDA</td>
<td>Agricultural Experiment Station, University of Florida, Gainesville 32601</td>
</tr>
<tr>
<td>GEORGIA</td>
<td>George Foster Peabody School of Forestry, University of Georgia, Athens 30601</td>
</tr>
<tr>
<td>HAWAII</td>
<td>University of Hawaii, Honolulu 96800</td>
</tr>
<tr>
<td>IDAHO</td>
<td>University of Idaho, Moscow 83843</td>
</tr>
<tr>
<td>ILLINOIS</td>
<td>University of Illinois, Urbana 61801, *Southern Illinois University, Carbondale 62901</td>
</tr>
<tr>
<td>INDIANA</td>
<td>Purdue University, Lafayette 47901</td>
</tr>
<tr>
<td>IOWA</td>
<td>Agricultural Experiment Station of Iowa State University, Ames 50010</td>
</tr>
<tr>
<td>KANSAS</td>
<td>Kansas State University, Manhattan 66502</td>
</tr>
<tr>
<td>KENTUCKY</td>
<td>Agricultural Experiment Station of University of Kentucky, Lexington 40500</td>
</tr>
<tr>
<td>LOUISIANA</td>
<td>Louisiana State University School of Forestry and Wildlife Management, Baton Rouge 70800</td>
</tr>
<tr>
<td></td>
<td>*Department of Forestry, Louisiana Polytechnic Institute, Ruston 71270</td>
</tr>
</tbody>
</table>

*Indicates State institutions other than those having land-grant status.*
MAINE
University of Maine
Orono 04473

MARYLAND
University of Maryland
College Park 20740

MASSACHUSETTS
University of Massachusetts
Amherst 01002

MICHIGAN
*University of Michigan
Ann Arbor 48103
*Michigan Technological University
Houghton 49931
Michigan State University
East Lansing 48823

MINNESOTA
University of Minnesota
St. Paul 55100

MISSISSIPPI
Mississippi State University
State College 39762

MISSOURI
School of Forestry,
University of Missouri
Columbia 65201

MONTANA**
*Forest and Conservation Experiment Sta-
tion, School of Forestry,
University of Montana
Missoula 59801

NEBRASKA
University of Nebraska
Lincoln 68500

NEVADA
University of Nevada, Max C.
Fleischmann College of Agriculture
Reno 89500

NEW HAMPSHIRE
University of New Hampshire
Durham 03824

NEW JERSEY
Agricultural Experiment Station of Rutgers University
New Brunswick 08900

NEW MEXICO
New Mexico State University
University Park 88070

NEW YORK
*State University College of Forestry at Syracuse University
Syracuse 13200

New York State College of Agriculture at Cornell University
Ithaca 14850

NORTH CAROLINA
North Carolina State University at Raleigh
Raleigh 27600

NORTH DAKOTA
North Dakota State University of Agriculture and Applied Science
Fargo 58100

OHIO
Ohio Agricultural Research and Development Center
Wooster 44691

OKLAHOMA
Oklahoma State University
Stillwater 74074

OREGON
Oregon State University
Corvallis 97330

PENNSYLVANIA
Agricultural Experiment Station of Pennsylvania State University
University Park 17774

PUERTO RICO
Agricultural Experiment Station of the University of Puerto Rico
Rio Piedras 00745

RHODE ISLAND
University of Rhode Island
Kingston 02836

SOUTH CAROLINA
Agricultural Experiment Station of Clemson University
Clemson 29631

SOUTH DAKOTA
South Dakota State University
Brookings 57006

*Indicates State institutions other than those having land-grant status,
**Montana State University at Bozeman also certified for participation, but presently without allocation of funds.
TENNESSEE
The University of Tennessee
Knoxville  37900

TEXAS
Agricultural Experiment Station of Texas
A. & M. University and Texas
A. & M. University
College Station  77840

UTAH
Utah Agricultural Experiment Station
Logan  84321

VERMONT
Vermont Agricultural Experiment Station
Burlington  05401

VIRGINIA
Virginia Polytechnic Institute
Blacksburg  24060

WASHINGTON
*University of Washington
Seattle  98100

Washington State University
Pullman  99163

WEST VIRGINIA
West Virginia University
Morgantown  26500

WISCONSIN
Agricultural Experiment Station of Uni-
versity of Wisconsin
Madison  53700

WYOMING
University of Wyoming
Laramie  82070

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*Indicates State institutions other than those having land-grant status.
1. McIntire-Stennis Administrative Calendar

September 1 - Annual Financial Report - CSRS Form 2 together with some associated information, due not later than this date. Must be received in order to qualify for receipt of second quarterly payment (October 1). Forms and instructions are sent in June.

January 15 - Annual technical progress report on each McIntire-Stennis project due. Forms sent in early October. Annual Progress Report, CSRS Form 8 (or institution's own form) is used unless project is terminating, in which case the Project Termination CSRS Form 17 is used.

June 15 - Three forms which anticipate the next fiscal year, beginning July 1, are due not later than this date:


2. CSRS Form 30(A) - Program Under McIntire-Stennis Act (listing of McIntire-Stennis projects and budgets, including funds carried over) on which the year's allotment will be spent. CSRS requests a revision of this program later if the tentative allotment on which the program is based is changed because of the amount actually appropriated later by Congress.

3. CSRS Form 53 - Certification of Entitlement to Receive Subsequent Year's Allotment.

All three of these forms are supplied by CSRS about the middle of May.
INSTRUCTIONS: Complete items 1, 2, 3, 7, 8, 9, 10, 11, 12, 20 and 21. Under item 7, show title in CAPS, itemize objectives and leave space between the objectives and abstract of procedures. Forward original of this form with one copy of project outline to Cooperative State Research Service, Washington, D.C. (See reverse side for Essentials of a Cooperative Forestry Research project outline.)
ESSENTIALS OF A COOPERATIVE FORESTRY RESEARCH PROJECT OUTLINE
UNDER THE MCINTIRE-STENNIS LAW (P.L. 87-788)

TITLE. A brief, clear, specific designation of the subject of the research. The title, used by itself, should give a good indication of what the project is about.

OBJECTIVES. A clear, complete, and logically arranged statement of the specific objectives of the project. If several objectives are proposed, they must be closely related.

JUSTIFICATION Should present (1) the importance of the problem to the forestry interests of the State or region; (2) reasons for doing the work, such as needs the project will fill, and the importance of starting the work now; and (3) ways in which public welfare or scientific knowledge will be advanced.

PREVIOUS WORK AND PRESENT OUTLOOK. A brief summary covering pertinent previous research on the problem, citing the more important and recent publications from other research institutions, as well as your own institution; the status of current research; and the additional information needed, to which the project is expected to contribute. (Literature citations may be listed at the end of the project outline.)

PROCEDURE. A statement of the essential working plans and methods to be used in attaining each of the stated objectives. The procedure should correspond to the objectives and follow the same order. Phases of the work to be undertaken currently should be designated. The location of the work and the facilities and equipment needed and available should be indicated. Wherever appropriate, the procedure should be such as to provide data suitable to statistical analysis and the design of the experiment should be indicated. The statement on procedure should indicate that the research has been carefully planned and should provide for changes when they are necessary to improve the work.

PROBABLE DURATION. An estimate of the maximum time likely to be required to complete the research originally planned and publish the results. Whenever any material change in the objectives of a project is advisable, a new or revised project outline should be prepared. A major change in procedure might also necessitate a revision of the project outline.

FINANCIAL SUPPORT. Estimated annual allotments (by each source of funds) to (1) salaries, (2) equipment, and (3) other maintenance items such as labor, supplies, travel, and other operating expenses.

PERSONNEL. The leader or leaders and other technical workers assigned, with a brief statement of training and experience of each (unless submitted previously). Other projects being carried out by the principal investigator should be listed.

INSTITUTIONAL UNITS INVOLVED. List each unit of the institution contributing essential services or facilities. The responsibilities of each should be indicated. If there is an advisory, coordinating, or directing committee for the project, this should be shown.

COOPERATION. A statement as to cooperation with other institutions, the U. S. Department of Agriculture or other Federal, State or private agencies cooperating formally or informally on the project.
<table>
<thead>
<tr>
<th>1. NAME OF AGRICULTURAL EXPERIMENT STATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. PROJECT SUPPORTED BY</td>
</tr>
<tr>
<td>☐ FEDERAL GRANT</td>
</tr>
<tr>
<td>☐ NON-FEDERAL</td>
</tr>
<tr>
<td>☐ AMA-TITLE II</td>
</tr>
<tr>
<td>3. YEARLY REPORT</td>
</tr>
<tr>
<td>19</td>
</tr>
</tbody>
</table>

5. DEPARTMENTS AND COOPERATING AGENCIES

6. PERSONNEL (Indicate leader)

7. PROGRESS OF PRINCIPAL RESEARCH ACCOMPLISHMENTS OF THE YEAR, AND USEFULNESS OF SUCH FINDINGS TO AGRICULTURE AND THE GENERAL PUBLIC (Confidential information should be so marked.)

8. WORK PLANNED FOR NEXT YEAR

9. PUBLICATIONS ISSUED OR MANUSCRIPTS PREPARED DURING THE YEAR

10. PREPARED BY

10A. DATE PREPARED

11. DIRECTOR’S SIGNATURE OF APPROVAL

11A. DATE APPROVED

CSESS Form 8

Nov. 1961

25
<table>
<thead>
<tr>
<th>DEPARTMENT, PROJECT NUMBER AND PROJECT TITLE</th>
<th>LEADERS &amp; TECHNICAL WORKERS (Please include initials)</th>
<th>COOPERATION WITH OUTSIDE AGENCIES</th>
<th>ESTIMATED ALLOTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>McIntire-Stennis Funds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CERTIFICATION OF OFFSET TO FEDERAL FUNDS AUTHORIZED FOR APPROPRIATION UNDER THE ACT OF CONGRESS OF OCTOBER 10, 1962 (McINTIRE-STENNIS ACT), 76 Stat. 806-807 P. L. 87-788

(Place) ___________________________  (Date) ___________________________

To establish eligibility for allotment of funds for the fiscal year ending June 30, 19__, under the terms and provisions of the Act of Congress of October 10, 1962 (76 Stat. 806-807), certification is hereby made that the

(State-certified institution or institutional unit)

guarantees that the sum of $__________, derived from non-Federal sources available to and budgeted for expenditure for forestry research, is available for offset (matching) purposes. These non-Federal funds consist of the following:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. State-appropriated funds for forestry research.*</td>
<td>$</td>
</tr>
<tr>
<td>2. Funds from sales and fees made available for forestry research.</td>
<td>$</td>
</tr>
<tr>
<td>3. Endowment, gift and grant, forestry research funds, from non-Federal sources.</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

The certified institution or institutional unit guarantees that the above reported non-Federal funds are in addition to those used in matching other Federal funds, and agrees to return to the Department of Agriculture any Federal allotment not properly matched.

Signature:  
Administrative-Technical Representative

(Institution or institutional unit)

* May include in addition to funds for salaries, supplies, expenses and research equipment the following: (a) amounts involved in payment of employer's share of retirement and other fringe benefits; and (b) a small amount of indirect cost or expense provided such costs can be directly attributed to the forestry research program. Must not include building funds.

(To be submitted in original and one copy to Dr. T. C. Byerly, Administrator)
CERTIFICATION OF NON-FEDERAL FUNDS EXPENDED FOR FORESTRY RESEARCH*

I, ________________________, Administrative-Technical Representative, hereby certify that $__________ of non-Federal funds were expended as direct costs for forestry research during fiscal year ending June 30, 1964.

__________________________  __________________________
Signature  date

* Non-Federal funds are defined as (a) State appropriated funds, (b) funds from sales and fees which are made available to the forestry program, and (c) endowments, gifts, and grant forestry research funds.

Include as Expenditures only direct costs (salaries, travel, equipment, supplies, etc.) of research being done; exclude supporting costs such as cost or maintenance of buildings and lands, construction of facilities and space cost.

Forestry research, as defined in Public Law 87-788, includes investigations on—

A. Management of forest land and related resources, including:
   (1) Reforestation to produce crops of timber and other products of the forest; (2) Watersheds to improve conditions of waterflow, and to protect resources against floods and erosion; (3) Rangeland to produce forage for livestock and game, and to improve food and habitat for wildlife; (4) Outdoor recreation; and, (5) Development of sound policy basis, and harvesting and marketing of forest products.

B. Protection of forest land and resources against fire, insects, diseases, or other destructive agents.

C. Utilization of wood and other forest products.

D. Other studies needed for full, effective use of forest resources.