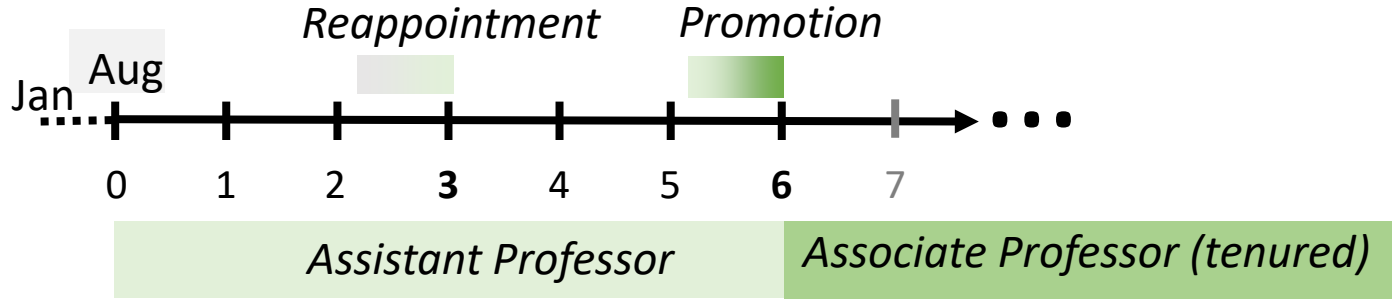


College of Natural Science Office of Research Support Grant Submission Workshop September 22, 2022

Gemma Reguera

Associate Dean for Faculty Affairs and Development

The long road to tenure...




- ✓ Record of *sustained, outstanding* achievements in research, teaching, and service across the mission.

Research:

- **Competitive external research funding**
- Outstanding research publications,
- External recognition as a leader in your field.

What I wish I had known when I started....


1— How to find **funding opportunities**

 MICHIGAN STATE UNIVERSITY
OFFICE OF RESEARCH AND INNOVATION

SEARCH


ABOUT INITIATIVES FACTS & FIGURES ADMINISTRATIVE UNITS PEOPLE COMMUNICATIONS NEWS

Find Funding




Federal, State, and Foundation Funding

Resources for finding Federal, State and Foundation funding opportunities.



International Funding & Proposal Support

Global IDEAS provides MSU faculty with a wide array of services including identification of funding opportunities, and comprehensive proposal coordination.



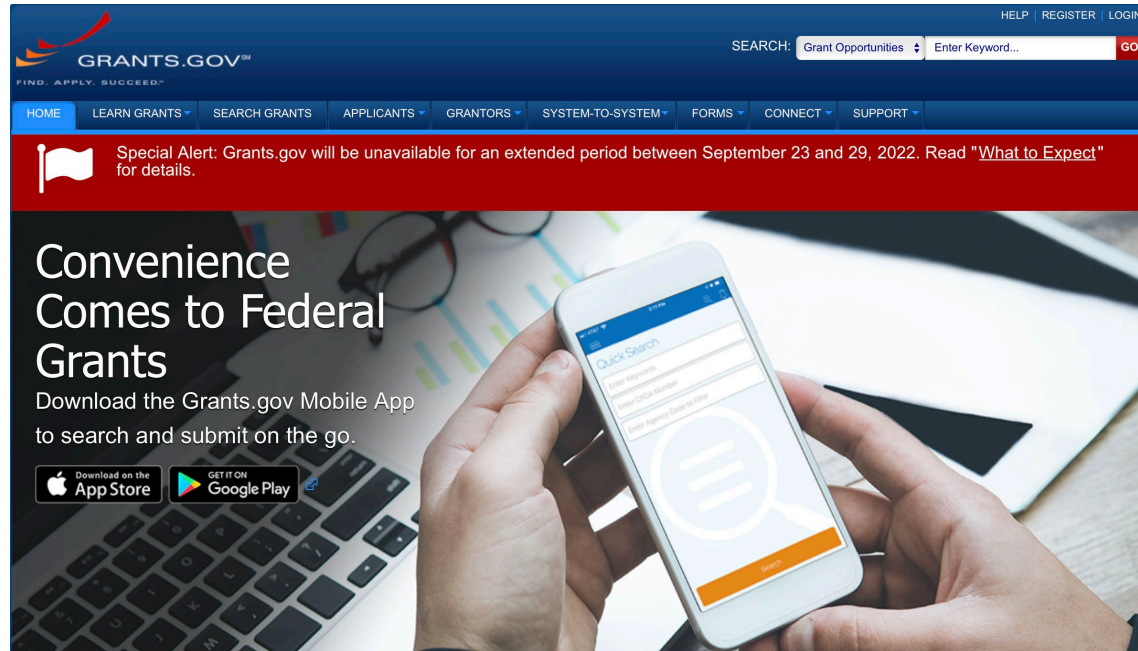
Institutionally Limited Proposals

The Office of Research and Innovation is responsible for coordinating the internal review and selection of competing proposals for institutionally limited funding opportunities.

<https://research.msu.edu/find-funding>

What I wish I had known when I started....

1— How to find **funding opportunities**



<https://www.grants.gov>

What I wish I had known when I started....

1— How to find funding opportunities

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

OPPORTUNITY STATUS:

☒ Forecasted (0)

☒ Posted (11)

☐ Closed (18)

☐ Archived (358)

FUNDING INSTRUMENT TYPE:

☒ All Funding Instruments

☐ Cooperative Agreement (10)

☐ Grant (8)

☐ Other (4)

☐ Procurement Contract (5)

ELIGIBILITY:

☒ All Eligibilities

☐ Others (see text field entitled 'Additional Information on Eligibility' for clarification) (4)

☐ Small businesses (1)

☐ Unrestricted (i.e., open to any type of entity above), subject to any clarification in text field

CATEGORY:

☒ All Categories

☐ Health (1)

☐ Opportunity Zone Benefits (2)

☐ Other (see text field entitled 'Explanation of Other Categories of Funding Activity for clarification')

Search Tips | Export Detailed Data |

SORT BY: Relevance (Descending)

DATE RANGE: All Available

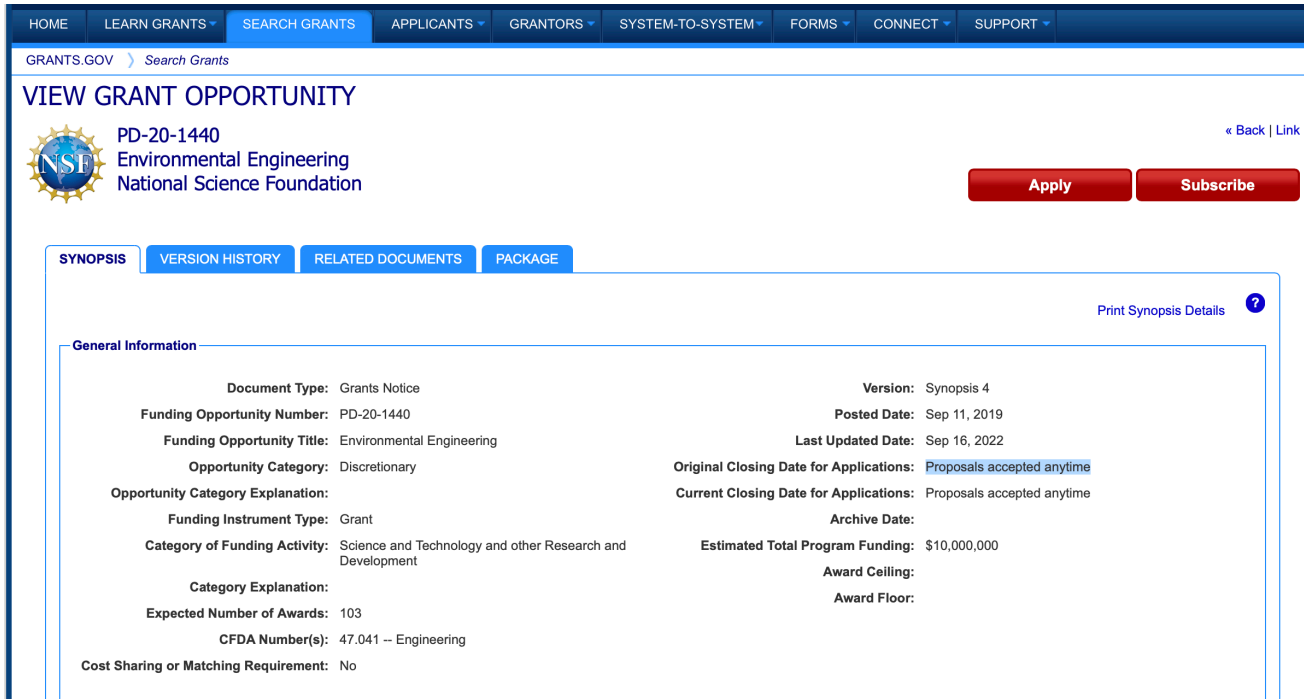
1 - 11 OF 11 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
PD-20-1440	Environmental Engineering	NSF	Posted	09/11/2019	
W911NF-20-1-0000	DEFENSE MILITARY ACADEMY Broad Agency Announcement	DOD-AMC	Posted	04/01/2020	03/31/2025
FA7000-21-S-0001	Research Interests of the United States Air Force Academy (formerly USAFA-BAA-2021)	DOD-USAFA	Posted	12/02/2020	
W911NF-17-S-0002	U.S. ARMY COMBAT CAPABILITIES DEVELOPMENT COMMAND ARMY RESEARCH LABORATORY ARMY RESEARCH OFFICE BROAD AGENCY ANNOUNCEMENT FOR FUNDAMENTAL RESEARCH	DOD-AMC	Posted	04/01/2017	10/31/2022
N00173-19-S-BA01	NRL Long Range Broad Agency Announcement (BAA) for Basic and Applied Research	DOD-ONR-NRL	Posted	09/06/2019	09/30/2022
DE-FOA-0001953	SOLICITATION ON TOPICS INFORMING NEW PROGRAM AREAS	DOE-ARPAE	Posted	12/20/2018	09/30/2022
DE-FOA-0001954	SOLICITATION ON TOPICS INFORMING NEW PROGRAM AREAS SBIR/STTR	DOE-ARPAE	Posted	12/20/2018	09/30/2022
W912HZ22BAA01	ERDC Broad Agency Announcement	DOD-COE	Posted	03/02/2022	02/28/2023
HR001122S0034	Biological Technologies	DOD-DARPA-BTO	Posted	04/20/2022	04/20/2023
HDTRA1-14-24-FRCWMD-BAA	Fundamental Research to Counter Weapons of Mass Destruction	DOD-DTRA	Posted	03/20/2015	09/30/2024
RFA-391-13-000009	Child, Newborn, and Maternal Health Project	USAID-PAK	Posted	04/03/2013	

<https://www.grants.gov>

What I wish I had known when I started....

1— How to find **funding opportunities**:



The screenshot displays the Grants.gov website interface. At the top is a navigation bar with links: HOME, LEARN GRANTS, SEARCH GRANTS (highlighted), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below the navigation bar, the breadcrumb trail reads "GRANTS.GOV > Search Grants". The main heading is "VIEW GRANT OPPORTUNITY". To the left is the NSF logo, and to the right is the text "PD-20-1440 Environmental Engineering National Science Foundation". A "Back | Link" link is in the top right. Two red buttons, "Apply" and "Subscribe", are positioned below the title. Below the title is a tabbed interface with "SYNOPSIS" (selected), "VERSION HISTORY", "RELATED DOCUMENTS", and "PACKAGE". A "Print Synopsis Details" link with a question mark icon is on the right. The "General Information" section contains the following details:

Document Type:	Grants Notice	Version:	Synopsis 4
Funding Opportunity Number:	PD-20-1440	Posted Date:	Sep 11, 2019
Funding Opportunity Title:	Environmental Engineering	Last Updated Date:	Sep 16, 2022
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Proposals accepted anytime
Opportunity Category Explanation:		Current Closing Date for Applications:	Proposals accepted anytime
Funding Instrument Type:	Grant	Archive Date:	
Category of Funding Activity:	Science and Technology and other Research and Development	Estimated Total Program Funding:	\$10,000,000
Category Explanation:		Award Ceiling:	
Expected Number of Awards:	103	Award Floor:	
CFDA Number(s):	47.041 -- Engineering		
Cost Sharing or Matching Requirement:	No		

<https://www.grants.gov>

What I wish I had known when I started....

1– How to find **funding opportunities**

2– **Read** the solicitation

VIEW GRANT OPPORTUNITY



PD-20-1440

Environmental Engineering
National Science Foundation

[« Back](#) | [Link](#)

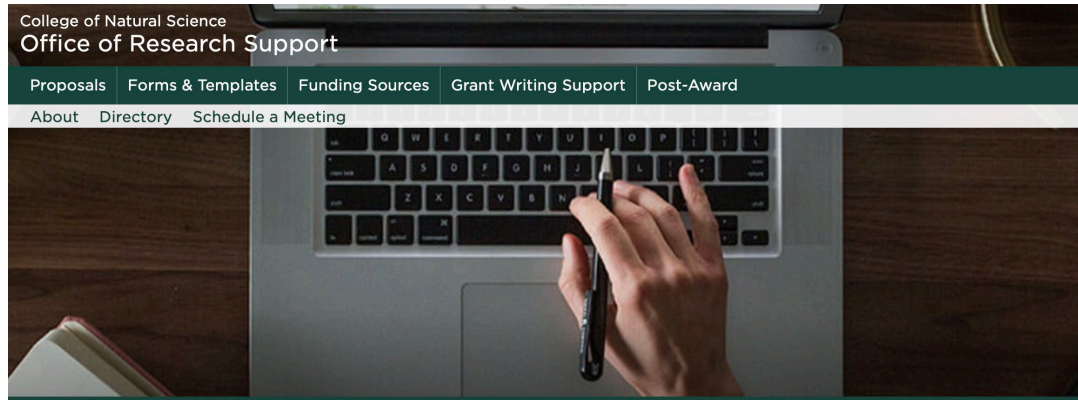
Apply

Subscribe

- Eligibility criteria
- Submission dates
 - Letter of Intent (required/optional)
 - Pre-proposal
 - Full proposal
- Budget
- Duration of the grant
- Program-specific requirements

What I wish I had known when I started....

- 1– How to find **funding opportunities**
- 2– **Read** the solicitation
- 3– Contact **NatSci Research Support** group



[Proposal Request Form](#)

<https://researchsupport.natsci.msu.edu>

What I wish I had known when I started....

- 1– How to find **funding opportunities**
- 2– **Read** the solicitation
- 3– Contact **NatSci Research Support** group

Liaison between you and OSP

Who is OSP?

Office of Sponsored Program

What I wish I had known when I started....

Sponsored Programs Administration (SPA)

Provides leadership and oversight in developing people, resources, processes, practices, systems, and integration to support MSU's research mission.



The Office of
Sponsored
Programs (OSP)

Pre-award administration, advises on, reviews and submits proposals; negotiates and executes awards.

OSP – Pre-award

Contract and
Grant
Administration
(CGA)

Post-award administration, manages the financial and administrative aspects of awards, including cooperative agreements, and contracts; responsible for audit and indirect cost proposal and negotiation.

CGA – Post-award

(CGA director also affiliated with senior vice president and chief financial officer)

The NatSci Research Support Team

Judy Brown



Office of Research Support - Director

📍 288 Farm Lane, Natural Science Building, Room 103

☎ (517) 355-8460

Dania Diaz



Office of Research Support - Research Administrator

📍 288 Farm Lane, Natural Science Building, Room 103

College of Natural Science

Office of Research Support

Grant Submission Workshop

September 22, 2022



Funding Opportunities & Links



New/Young Faculty Opportunities: <http://www.spo.berkeley.edu/fund/newfaculty.html>

Grants.gov: <http://www.grants.gov>

NIH: <http://grants.nih.gov/grants/oer.htm>

NSF: <http://nsf.gov/funding/>

FedConnect: <https://www.fedconnect.net/>

ONR: <https://www.onr.navy.mil/work-with-us/funding-opportunities>

The RFP Bulletin from Philanthropy News Digest: <http://philanthropynewsdigest.org//>

MSU Grant Resources: <https://blogpublic.lib.msu.edu/grants/>

MSU Internal Funding Opportunities: <https://research.msu.edu/find-funding/msu-funding-opportunities>



Definition of New Investigator

NSF

- ❖ **Beginning Investigator:** Individuals who have not been a PI or co-PI on a Federally funded award with the exception of doctoral dissertation, postdoctoral fellowship or research planning grants.

NIH:

- ❖ **Early Stage Investigator (ESI):** A PD/PI who has completed their terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years and who has not previously competed successfully as PD/PI for substantial NIH independent research award. ESI applications with meritorious scores are prioritized for funding.
- ❖ **New Investigator:** An investigator who has not previously received substantial, independent funding from NIH.

MSU Grant Writing Resources

OVPRI Grant Editing/Consulting Program – Grant consultants who work with institutions across the country & have developed a set of best practices that they follow & share with MSU researchers. Consultant Tom Hollon specializes in NIH/biomedical applications; Sara Steenrod specializes in NSF applications. \$\$

- **Contact:** RGS.vprgseditors@msu.edu
- **Website:** <https://research.msu.edu/proposal-services>

Sponsor Resources

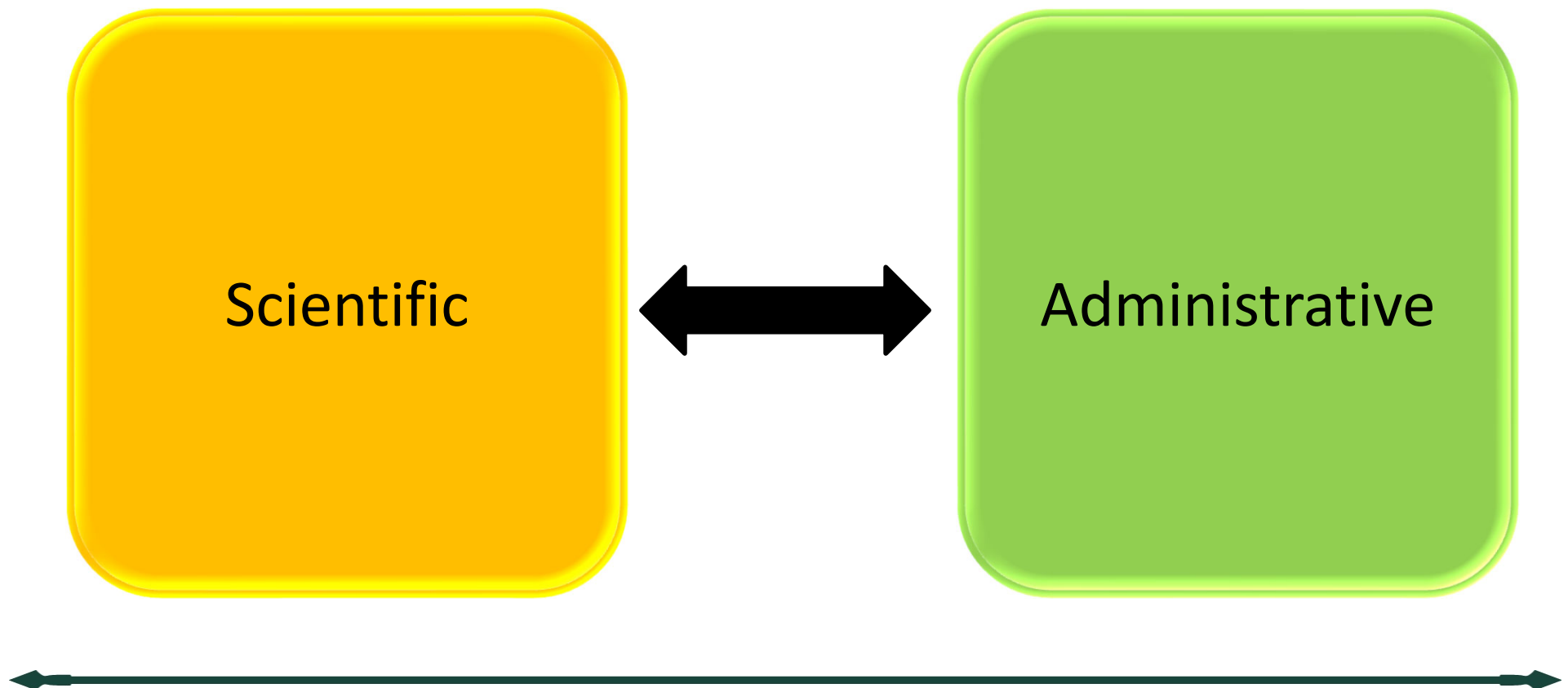
- National Institutes of Health
 - ❖ Grants Basics - http://grants.nih.gov/grants/grant_basics.htm
 - ❖ How to Apply - <https://grants.nih.gov/grants/how-to-apply-application-guide.html>
- National Science Foundation
 - ❖ Grant Proposal Guide (PAPPG) –updated annually
https://www.nsf.gov/pubs/policydocs/pappg22_1/index.jsp
- USDA
 - ❖ General tips for grant success -
https://nifa.usda.gov/sites/default/files/resource/general_tips.pdf
 - ❖ NIFA Application Guide –use the version that comes with the solicitation

Sponsor Resources (cont'd)

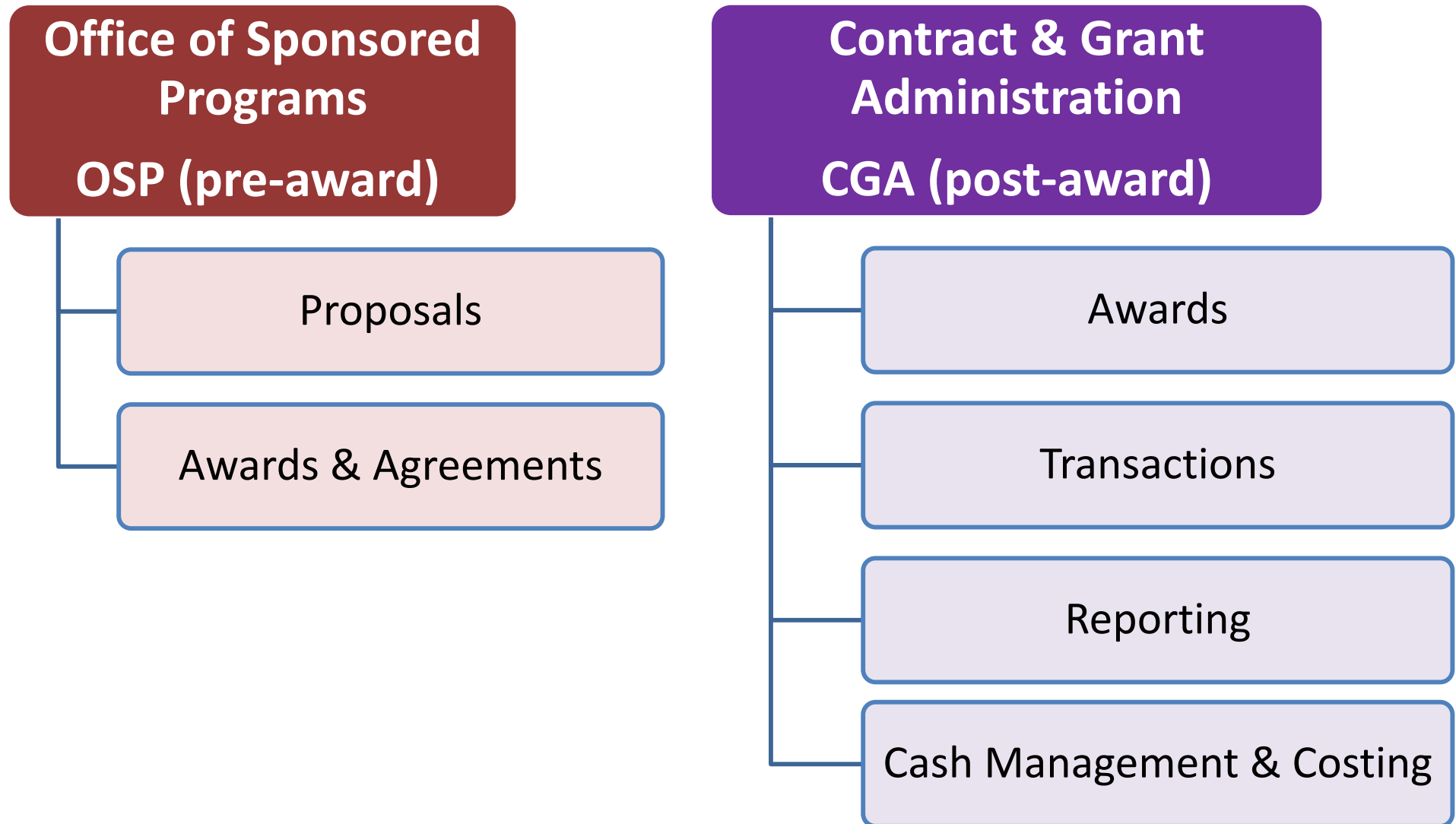
- Department of Energy Office of Science
 - ❖ <https://www.energy.gov/science/office-science-funding/office-science-funding-opportunities>
- NASA
 - ❖ NSPIRES: <https://nspires.nasaprs.com>

Grant-Writing Process

- Two processes that occur SIMULTANEOUSLY



Sponsored Programs Administration



OSP Deadline Policy: 10 – 6 – 3

10 business days before
sponsor deadline:

Notify OSP of intent to
submit proposal

6 business days before
sponsor deadline:

Budget & justification
finalized and at OSP for
review/approval

3 business days before
sponsor deadline:

Proposal submitted to
OSP by 5:00 p.m.

**ORS needs time to upload documents and
provide to you to review – PLAN AHEAD!**

NatSci Deadline Policy

- The deadline for the full, complete application is **8:00 a.m. TWO (2) business days prior to the deadline.** A complete application has NO components missing, including all subawards and documents from other institutions.

NOTE: You must notify NatSci ORS at least five (5) business day before your deadline or we cannot assist.

ORS needs time to upload documents & provide the proposal to you to review – PLAN AHEAD!

PI Timeline for Proposal Development

10 - 12 weeks before deadline:	Start planning, contact ORS & your department administrator, chair &/or mentor, review for potential issues
6 - 10 weeks before deadline:	Contact colleagues, draft various parts of proposal, collect required documents & information, address potential issues
4 - 6 weeks before deadline:	Seek input from internal reviewers, follow up & resolve issues; begin drafting budget & justification
2 - 4 weeks before deadline:	Finalize & assemble; route proposal development document (if summary proposal)
1 week before deadline:	Proposal is submitted to OSP for review & submission; if S2S submission, proposal development document is routed for approvals

Contact NatSci ORS for Assistance


- Complete the [NatSci ORS New Proposal Request Form](#) to request assistance from our office. Additional resources may be found on the [ORS Principal Investigators page](#). The form requests information on other personnel, other institutions, deadlines, project start date, number of years, etc.
- ORS will provide a grant submission timeline


NatSci ORS Principal Investigator's Page


Office of Research Support | MSU College of Natural Science - Office of Research Support


researchsupport.natsci.msu.edu


Pre-Award Support for College of Natural Science Faculty. If you are beginning the process of applying for a research grant, start with our handy Everything A Faculty Member At MSU Needs to Know When Beginning A Grant Proposal toolkit. Then send us an...


 [Kuali Researcher Page \(KR\)](#)

 [NatSci Office for Research Support \(ORS\)](#)

 [MSU Office of Sponsored Programs \(OSP\)](#)

 [Office of Research & Innovation \(VPRI\)](#)

 [MSU BusinessConnect](#)

 [NatSci ORS Staff Page](#)

Do you need help with a new proposal or JIT?

[Request Form](#)

Email our office

NatSci.ORS@msu.edu

Complete a Disclosure for a Research Proposal

[COI](#)

Access your proposals

Limited - Contact ORS for access

<https://bit.ly/3BAOgfn>

Identify Potential Issues

- Financial Conflict of Interest Disclosure
- Patent, Copyright, Intellectual Property, Publication Restrictions, Ownership of Data, Deliverables (Contact OSP or MSU Business Connect)
- Export Control Certifications
- Regulatory Affairs:
 - Human subjects, Vertebrate animals, Human blood/materials/fluids, Radioisotopes, Recombinant DNA, Pathogens/biohazards, Hazardous/regulated chemicals
- Required Cost Share, Match or other MSU Commitments (Work with Chair to initiate request to Assoc. Dean)

Identify Potential Issues (cont'd)

- Additional space requirements, renovations or alterations
- Indirect Cost (Overhead, F&A) limitations – Look for restrictions in solicitation
- Office of International Programs
- Limited Submission – Pre-proposal to OVPRI needed usually eight (8) weeks before deadline
- Specific Data Requirements (e.g., training grants)

Initiate action to address these early...don't wait!

Registration Requirements for Funding Agencies & Online Submissions

- If you have a Research.gov ID or eRA Commons ID, you just need to be *affiliated* with MSU
- MSU is already registered in all sites
- eRA Commons – Need to register for an ID – work with ORS to get this done
- Research.gov/PAMS/NSPIRES – Need to create a user account & register yourself to MSU – MSU then completes the affiliation request

Conflict of Interest

- All MSU faculty and academic staff submit a ***project-specific disclosure of all significant financial interests*** related to their MSU responsibilities.
- An annual conflict of interest disclosure must also be done.
- In addition, Conflict of Interest ***training*** (as a means to be aware of the potential for conflict situations between work and personal interests) is required for investigators on PHS-funded projects.
- MSU COI information: <https://coi.msu.edu>

Institutionally Limited Proposals

- Proposals can be limited to one per *institution* or one per college within the University – READ THE SOLICITATION/RFP carefully!
- Pre-proposal required to be sent to OVPRI usually at least 8 weeks prior to proposal deadline – they determine who can submit
- MSU Institutionally Limited Proposal information: <https://research.msu.edu/ilp>

Communication is Important!

- Confirm participation of all colleagues, collaborators, consultants & subaward institutions
- Develop proposal outline & assign sections & deadlines
- Begin collecting budget information, biosketches, current & pending support, letters of support, & other information relating to the proposal
- Begin communicating & working early with your team, don't wait to contact them!

Proposal Budget

Elements of Direct Costs

- **Salaries and wages** – KR system calculates by % but sponsor wants person months
 - ❖ Faculty: Annual vs. AY/Summer
 - ❖ Postdoctoral Research Associates
 - ❖ Graduate Students
 - ❖ Undergraduate Students/hourly labor
 - ❖ Technical and Clerical Support, as justified

Proposal Budget

Elements of Direct Costs

➤ Fringe Benefits

- ❖ SI Fringe – Faculty/staff, postdocs (special rates)
- ❖ Graduate Student
- ❖ Hourly worker 90 days or greater working 30 hours per week – must add \$5,574 per year (\$464.49 /month) in health insurance per ACA

Proposal Budget

Elements of Direct Costs

➤ Equipment

- ❖ Cost of stand-alone item must be greater than \$5,000 with useful life > 1 year
- ❖ Equipment can be fabricated – many small parts that equal one piece of equipment that meets above specifications

➤ Travel

- ❖ Domestic and International

Proposal Budget

Elements of Direct Costs

- Participant Support Costs
 - ❖ Defined as “items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.”
 - ❖ Stipend, Travel, Subsistence, Other
 - ❖ Does not include incentives or collaborators.

Proposal Budget

Elements of Direct Costs

- Other Direct Costs
 - ❖ Expendable supplies and materials – project-related
 - ❖ Publications
 - ❖ Consultant Services – must have hourly/daily rate & number of hours/days
 - ❖ Computer Services
 - ❖ Subawards (F&A charged on the first \$25,000 only)
 - ❖ Other – tuition remission, service center fees, research subject incentives

Proposal Budget

Facilities & Administration (F&A) Costs

- Negotiated with the federal government (DHHS)
- Supports the university infrastructure
- MSU current rate: 56.5% of MTDC (26% for off-campus)
- MTDC = TDC less equipment, participant support, tuition & fees & subaward over the first \$25,000
- Sponsors may vary in their rates and in the way it's calculated
- Reduced rates must be justified - need documentation from funding agency or must have waiver

Budget Justification

- Each item in budget needs to be justified
- Do not list items that are not requested in the actual budget – considered cost share and then must be documented and tracked once awarded
- Unless specifically required, do **not** include numbers in the justification – too easy to miss if numbers change
- Do not mention “course buyout” or “honorarium”

Subaward

- Performs programmatic portion of project activities
- Must follow all applicable guidelines and compliance requirements
- Jointly responsible for project design, conduct, or reporting with MSU

Consultant

- Provides services
- Not responsible for project design, conduct, or reporting
- MSU owns all resulting intellectual property

Contractor

- Acts as dealer, distributor, merchant, or other seller
- Usually has published rates and operates in competitive environment
- Not responsible for project design, conduct, or reporting

Including a Subaward in Your Proposal

- Contact ORS as soon as possible with institution name, & the PI & research administrator name/email
- MSU requires the following from any subrecipient:
 - ❖ Final detailed budget for each year of proposal
 - ❖ Budget justification
 - ❖ Statement of work (a few paragraphs describing their institution's role on the proposal)
 - ❖ Signed subrecipient commitment form (ORS will supply)
- Information is needed early because MSU's budget cannot be finalized without subaward budget numbers!!

MSU as a Subaward on a Proposal

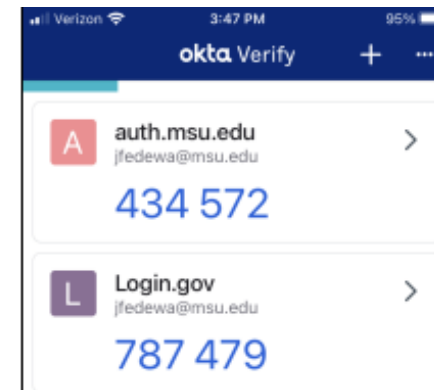
- Contact ORS as soon as possible with institution name and the PI & research administrator name/email
- The institution will require at least the following from MSU:
 - ❖ Final detailed budget for each year of proposal
 - ❖ Budget justification
 - ❖ Statement of work (a few paragraphs describing your/MSU's role on the proposal)
 - ❖ Signed subrecipient commitment form (either their required form or MSU's form)
- Needs to be done a few weeks before the deadline

Kuali Research Administration System

- Research administration system used at MSU, handling everything from submission through life of award.
- Proposals are either done via System-to-System (S2S) submission or they are summary proposals (e.g., NSF).
- Must be completed and fully approved up to the OSP level **prior to** grant submission
- Access KR by logging into MSU's EBS system and clicking on Research Administration tile or by direct link:
<https://kc.researchadmin.msu.edu>.
- Project-specific & annual conflict of interest done through this system

Multi-Factor Authentication at MSU

- Required to access many systems at MSU, including KR
- Information on Multi-Factor Authentication: <https://secureit.msu.edu/multi-factor/index.html>
- Must register your credentials through this site
- Recommend the Okta Verify mobile phone app
- If you use phone or text, make sure you set up a credential for receiving texts internationally
- Register more than one credential so you have a back-up



KR Overhead Credit Distribution

- Must equal 100%
- Determine each investigator's relative intellectual contribution to project
- If you have a significant intellectual or research contribution you should be listed in the KR credit split panel
- Each investigator's overhead allocation is split between college(s) & department(s) by base appointment, faculty assigned space, & post-award grant administration
- KR will calculate your allocation according to your base appointment

KR Overhead Credit Distribution

	F&A Allocation	Post Award Unit	Space
Judith Brown	<input type="text" value="50"/>	100	50
10032604 - NAT SCI DEAN	100	0	100
10032647 - CNS RSCH SERVICES	0	100	0
Unit Total:	100	100	100
Gemma Reguera	<input type="text" value="50"/>	0	50
10032586 - MICRO MOLEC GEN NS	50	100	50
10057586 - MMB MABR	50	0	50
Unit Total:	100	100	100
Investigator Total:	100	100	100

Things to Remember

- PLAN AHEAD!!!
- Review solicitation carefully
- Follow formatting guidelines
- Contact internal reviewers
- Ask for help

Office of Research Support

College of Natural Science

103 Natural Science Building

Tel: 432-7165 • Fax: 432-1054

Email: NatSci.ORS@msu.edu

Eric Hegg, Associate Dean for Research

erichegg@msu.edu

Judy Brown, Director

jfedewa@msu.edu

Dania Diaz, Assistant Director

Amy Smith, Research Administrator

Adelle Simmons, Research Administrator

Lisa Backus, Research Administrator Assistant

<https://researchsupport.natsci.msu.edu/>

ORS Main Areas of Responsibility

- Proposal application preparation for FastLane, Grants.gov, NASA — including formatting & uploading
- Budget & budget justification development
- Creation & routing of proposal development documents
- Communication with Office of Sponsored Programs (approval of budgets)
- Assistance with budget revisions, just-in-time information requests, etc.
- Assistance with post-award concerns & issues, as needed

MSU Research Resources

- Sponsored Programs Administration: <https://spa.msu.edu/>
- Vice President for Research & Innovation: <https://research.msu.edu/>
 - ❖ Institutionally Limited Proposals: <https://research.msu.edu/ilp>
 - ❖ Internal Grants: <https://research.msu.edu/find-funding/msu-funding-opportunities>
- Office of Regulatory Affairs: <https://ora.msu.edu/>
- MSU Technologies: <https://technologies.msu.edu/>
- MSU Business-CONNECT: <https://businessconnect.msu.edu/>
- Export Control & Trade Sanctions: <https://exportcontrols.msu.edu/>
- International Studies and Programs: <https://www.isp.msu.edu/>
- Acronyms Commonly Used at MSU: <https://research.msu.edu/acronyms>