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.
1– How to find **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

https://www.grants.gov
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**

2– **Read** the solicitation

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**VIEW GRANT OPPORTUNITY**

PD-20-1440
Environmental Engineering
National Science Foundation

- Eligibility criteria
- Submission dates
  - Letter of Intent (required/optional)
  - PreProposal
  - 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

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

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

<table>
<thead>
<tr>
<th>The Office of Sponsored Programs (OSP)</th>
<th>Pre-award administration, advises on, reviews and submits proposals, partners on applications; negotiates and executes sponsored agreements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract and Grant Administration (CGA)</td>
<td>Post-award administration, oversees the financial and contractual components of sponsored agreements, and contracts; responsible for audit and indirect cost proposal and negotiation.</td>
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</table>

(CGA director also affiliated with senior vice president and chief financial officer)
The NatSci Research Support Team

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College of Natural Science
Office of Research Support

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September 22, 2022
Funding Opportunities & Links

**New/Young Faculty Opportunities**: [http://www.spo.berkeley.edu/fund/newfaculty.html](http://www.spo.berkeley.edu/fund/newfaculty.html)


NIH: [http://grants.nih.gov/grants/oer.htm](http://grants.nih.gov/grants/oer.htm)


FedConnect: [https://www.fedconnect.net/](https://www.fedconnect.net/)


MSU Grant Resources: [https://blogpublic.lib.msu.edu/grants/](https://blogpublic.lib.msu.edu/grants/)

MSU Internal Funding Opportunities: [https://research.msu.edu/find-funding/msu-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](mailto:RGS.vprgseditors@msu.edu)

- **Website:** [https://research.msu.edu/proposal-services](https://research.msu.edu/proposal-services)
Sponsor Resources

- National Institutes of Health
  - Grants Basics - [http://grants.nih.gov/grants/grant_basics.htm](http://grants.nih.gov/grants/grant_basics.htm)

- National Science Foundation
  - Grant Proposal Guide (PAPPG) – updated annually

- USDA
  - NIFA Application Guide – use the version that comes with the solicitation
Sponsor Resources (cont’d)

- Department of Energy Office of Science

- NASA
  - NSPIRES: https://nspires.nasaprs.com
Grant-Writing Process

Two processes that occur SIMULTANEOUSLY

Scientific

Administrative
Sponsored Programs Administration

Office of Sponsored Programs
OSP (pre-award)
- Proposals
- Awards & Agreements

Contract & Grant Administration
CGA (post-award)
- Awards
- Transactions
- Reporting
- Cash Management & Costing
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

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

<table>
<thead>
<tr>
<th></th>
<th>F&amp;A Allocation</th>
<th>Post Award Unit</th>
<th>Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judith Brown</td>
<td>50</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>10032604 - NAT SCI DEAN</td>
<td>100</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>10032647 - CNS RSCH SERVICES</td>
<td>0</td>
<td>100</td>
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</tr>
<tr>
<td>Unit Total:</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Gemma Reguera</td>
<td>50</td>
<td>0</td>
<td>50</td>
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<tr>
<td>10032586 - MICRO MOLEC GEN NS</td>
<td>50</td>
<td>100</td>
<td>50</td>
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<tr>
<td>10057586 - MMB MABR</td>
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<tr>
<td>Unit Total:</td>
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</tr>
<tr>
<td>Investigator Total:</td>
<td>100</td>
<td>100</td>
<td>100</td>
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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
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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/](https://spa.msu.edu/)
- Vice President for Research & Innovation: [https://research.msu.edu/](https://research.msu.edu/)
  - Institutionally Limited Proposals: [https://research.msu.edu/ilp](https://research.msu.edu/ilp)
  - Internal Grants: [https://research.msu.edu/find-funding/msu-funding-opportunities](https://research.msu.edu/find-funding/msu-funding-opportunities)
- Office of Regulatory Affairs: [https://ora.msu.edu/](https://ora.msu.edu/)
- MSU Technologies: [https://technologies.msu.edu/](https://technologies.msu.edu/)
- MSU Business-CONNECT: [https://businessconnect.msu.edu/](https://businessconnect.msu.edu/)
- Export Control & Trade Sanctions: [https://exportcontrols.msu.edu/](https://exportcontrols.msu.edu/)
- International Studies and Programs: [https://www.isp.msu.edu/](https://www.isp.msu.edu/)
- Acronyms Commonly Used at MSU: [https://research.msu.edu/acronyms](https://research.msu.edu/acronyms)