College of Natural Science

Office of Research Support

Grant Submission Workshop

September 18, 2020

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://vp.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 a 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

- **VPRI 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.review@campusad.msu.edu
  - **Website**: https://vp.research.msu.edu/grant-submission-assistance-guidelines
- **MSU Research Facilitation & Dissemination** – provides grant-writing assistance for approved cross-disciplinary, all-university or multi-department proposals. You will seldom use this office – contact ORS instead!
  - **Website**: https://resfacil.msu.edu/

Sponsor Resources

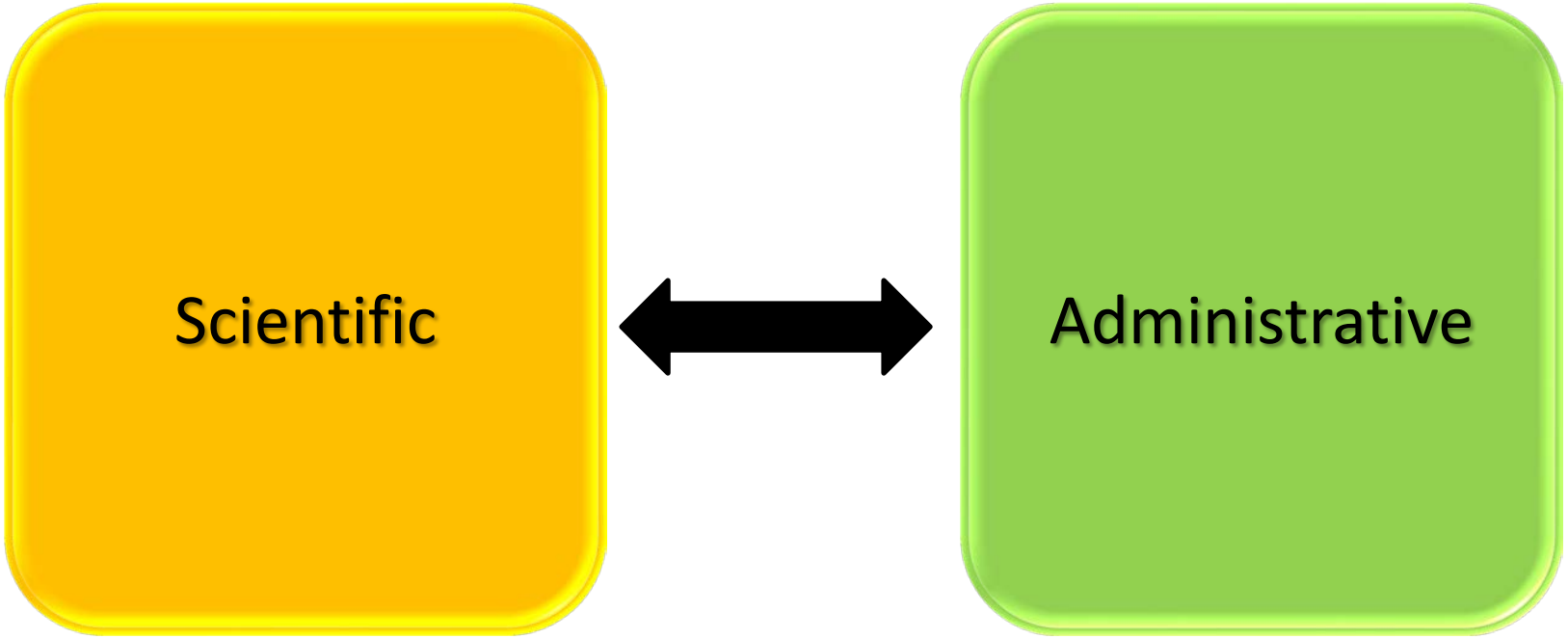
- National Institutes of Health
  - Grants Basics - http://grants.nih.gov/grants/grant_basics.htm
  - How to Apply - https://grants.nih.gov/grants/how-to-apply-application-guide.html
- National Science Foundation
  - Grant Proposal Guide (PAPPG) –updated annually https://www.nsf.gov/publications/pub_summ.jsp?ods_key=papp
- USDA
  - General tips for grant success - https://nifa.usda.gov/sites/default/files/resource/general_tips.pdf
  - NIFA Application Guide - https://nifa.usda.gov/sites/default/files/resource/NIFAGrants-GovGuideWebsite_0.pdf, but 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

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

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

- Provide solicitation number or link (RFA, RFP, BAA…)
- For ORS, provide information regarding potential subawards, collaborators, etc.
- ORS will provide a grant submission timeline
- Identify potential internal reviewers – work with your department

Identify Potential Issues

- Registration requirements for funding agency, on-line submission (FastLane, NIH Commons)
- 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

Identify Potential Issues (cont'd)

- Required Cost Share, Match or other MSU Commitments (Work with Chair to initiate request to Assoc. Dean)
- On campus or off campus space, renovations or alterations
- Indirect Cost (Overhead, F&A) limitations – Look for restrictions in solicitation
- Office of International Programs
- Limited Submission – Pre-proposal to VPRI needed usually 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 FastLane 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
- FastLane/Research.gov/PAMS/NSPIRES – Need to create a user account & register yourself to MSU (contact ORS to get MSU's DUNS number)

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 VPRI usually at least 8 weeks prior to proposal deadline – they determine who can submit
- MSU Institutionally Limited Proposal information: https://vp.research.msu.edu/ilp

Communication is Important!

- Confirm participation of MSU colleagues, collaborators, consultants & subawards
- 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** – KC 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 39 hours per week – must add $5,384 per year ($448.68/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 vs. Consultant vs. Contractor

MICHIGAN STATE UNIVERSITY

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 Coeus 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 KC 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

Two-Factor Authentication at MSU

- Required to access many systems at MSU, including KC
- Information on Two-Factor Authentication: https://secureit.msu.edu/two-factor/
- Must register your credentials through this site
- Recommend the VIP mobile phone app – does NOT use data
- 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

KC 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 KC 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
- KC will calculate your allocation according to your base appointment

KC Overhead Credit Distribution

Judith Brown	PI/Contact	show
Cheryl Sisk	Co-Investigator	show
Combined Credit Split		hide

Combined Credit Split	
	F&A Allocation
Judith Brown	50.00
10032604 - NAT SCI DEAN	100.00
10032647 - CNS RSCH SERVICES	0.00
Unit Total:	**100.00**
Cheryl Sisk	50.00
10032612 - NEUROSCIENCE PR	100.00
Unit Total:	**100.00**
Totals	
Investigator Total:	**100.00**

Things to Remember

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

Office of Research Support

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Adelle Simmons, Research Administrator

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://vp.research.msu.edu/
  - Institutionally Limited Proposals: https://vp.research.msu.edu/ilp
  - Internal Grants: https://vp.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://vp.research.msu.edu/acronyms