

Finding Funding, Budget Preparation, and Proposal Submission for Sponsored Research



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Agenda

A Walkthrough of MSU's Proposal Process



Our focus today





Identify Funding Sources

The OVPRGS **Office of Research Facilitation and Dissemination** assists researchers in identifying sources of foundation, state, and federal funding. They have a website dedicated to resources for finding funding: <https://vprgs.msu.edu/find-funding>.

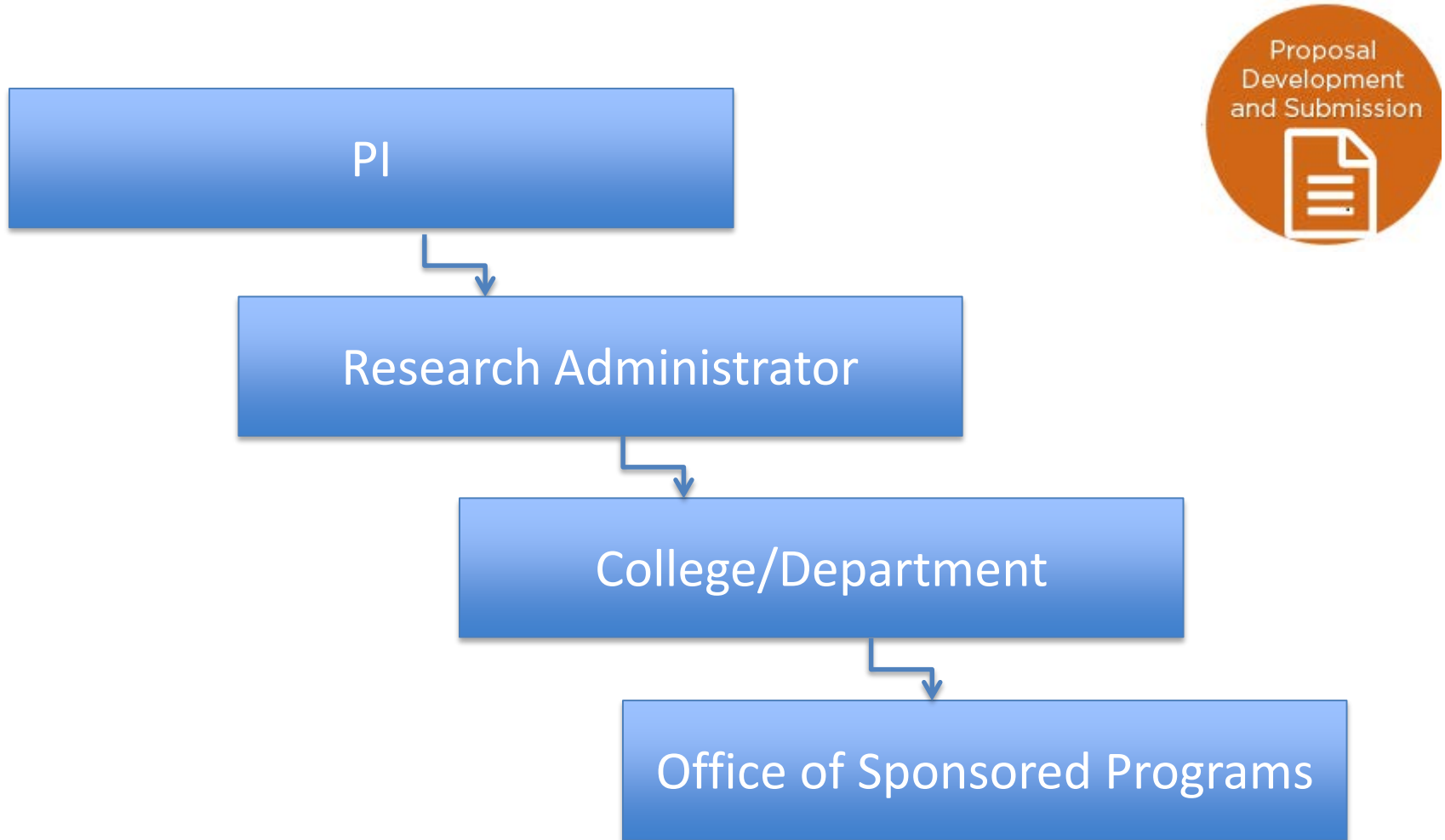
- **Federal**
 - Grants.gov - <http://www.grants.gov>
 - NSF - <http://www.nsf.gov/funding/>
 - NIH - <http://grants.nih.gov/grants/guide/>
 - USDA - <http://www.csrees.usda.gov/fo/funding.cfm>
- **State of Michigan**
 - Largely relationship driven
 - Bid4Michigan - <http://www.govbids.com/scripts/bid4michigan/public/home1.asp>
- **Foundations/ Non-Profit**
 - <https://proposalcentral.altum.com>
- **Industry**
 - Business Connect - <http://businessconnect.msu.edu/>
- **OVPRGS**
 - <https://vprgs.msu.edu/findfunding>
- **The Funding Center at MSU Libraries**
 - <http://staff.lib.msu.edu/harris23/grants/Ofdncoll.htm>

Solicitation Requirements



- **Read the Solicitation!**
 - Look for restrictive terms (e.g. Publications)
- **Eligibility Requirements**
 - Special approval for institutionally limited
- **Funding Guidelines**
 - Total cost cap vs. direct cost cap
 - Cost share/matching requirements
 - Facilities and Administrative (F&A) Limitations
- **Dates**
 - Deadline dates
 - Anticipated start dates
- **Application Format**
 - Electronic vs. paper submission

Roles & Responsibilities



Roles & Responsibilities



Principal Investigator

- Responsible for the proposal's programmatic and financial direction
 - Confirms that solicitation requirements are met and that the proposal (& personnel) are eligible to submit
 - Making sure the scope of work matches the requirements of the solicitation
 - Confirming the budget is in accordance with the scope of the proposal
 - Meeting the appropriate University and Sponsor deadlines
- Receive proper compliance approvals (if applicable) e.g. Animal Subjects, Human Subjects, Export Controls, Conflict of Interest

Roles & Responsibilities



Research Administrator

- Maintain current knowledge of sponsor regulations and MSU policies and procedures
- Assist in proposal preparation
- Assist in budget preparation
- Provide overall assistance to PI's in successfully managing the proposal process
- Act as liaison between PI and OSP/BC

Roles & Responsibilities



College / Department

- Assuring adequate facilities and other resources for achieving proposal objectives (if awarded)
- Assuring faculty time commitments on sponsored activities do not conflict with other departmental or university responsibilities
- Assuring that cost sharing commitments are available (if applicable)
- Facilitate compliance with regulatory requirements

Roles & Responsibilities

Office of Sponsored Programs Proposal Teams



- Assist PI, department and college staff throughout the pre-award process
- Authorizes all proposals to external sponsors
- Maintain proposal status in Activity Log
- Maintain current knowledge of sponsor regulations and MSU policies and procedures

Developing a Budget



Direct vs. Facilities & Administrative (F&A)



- **Direct Costs** – Specifically identifiable to your project
 - e.g. PI effort, project specific supplies, necessary travel
- **Facilities & Administrative Costs** – **NOT** specifically identifiable to your project
 - e.g. Buildings, utilities, office furniture

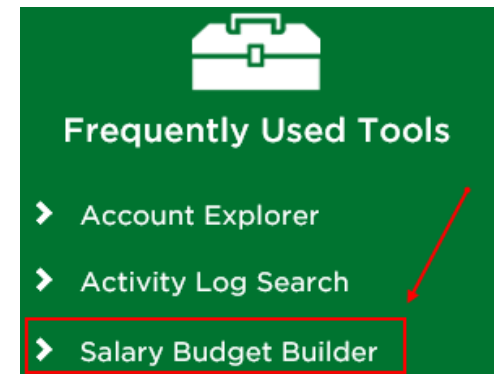
The Budget – Line by Line



- **Salaries/Wages and Fringe Benefits**

- For University professional and research staff, graduate and undergraduate students, and casual or part-time workers,
- Salary figures should be based on the percentage of effort by each individual on the project applied to his/her annual salary.
- Be careful with overload pay
- Percentages of Effort vs. Person Months calculation
- Don't forget to include the associated ***Fringe Benefits***
 - Specific Identification
 - Lower rates for Research Associates (Post Docs)
 - Grad Assistant Fringe Chart
 - Banded Rates coming soon!

Use the OSP Salary Budget Builder





The Budget – Line by Line

- **Equipment**

- Non-expendable, tangible personal property with an acquisition cost of \$5,000 or more per unit
- Has a useful life of more than one year

- **Travel**

- Budget foreign travel using U.S. air carrier rates
- Look for required travel to be budgeted in your RFA
- Be as detailed as possible with your travel details in the budget justification

- **Materials and Supplies**

- Specifically for the project
- Easily identifiable and allocable
- New rules related to computing devices – must be essential and allocable

The Budget – Line by Line



- **Other Direct Costs**

- Subcontracts for collaborative projects with other universities/organizations should be included in this line-item (include subcontractor budget and letter of intent)
- Consultants – include rate and qualifications in the justification (ex. Advisory Boards)
- Animal care costs
- Copying costs
- Food costs – typically unallowable on federal grants.
- Subject pay / incentives
- Patient care costs
- Grad student tuition and fees



The Budget – Line by Line

- **Facilities and Administrative Costs (F&A)**

- Use the full applicable MSU rate, publicly mandated or statutorily capped rate.
- Types of F&A bases – Modified Total Direct Costs (MTDC), Total Direct Costs (TDC), Salaries and Wages (S&W)
- Our federally negotiated rate uses the MTDC base, which excludes grad tuition and fees, equipment, subcontract payments over \$25k, and other costs.
- Asking to use a reduced F&A rate requires OVPRGS approval

RATE APPLIES TO:	Current Rates 7/1/16 - 6/30/19
Research (MTDC)	55%
Other Sponsored Activities (MTDC)	36%
Off-Campus (MTDC)	26%
Fee-for-Services (TDC)	26%





The Budget Justification

- Used to justify the expenses included in the detailed budget
- Stay away from including dollar amounts for categories
- Be very detailed when justifying certain categories of expense such as foreign travel and consultants
- Watch for agency rules on justifying effort – percentages vs. person months
- Don't include voluntary cost share!



Cost Sharing

- **Include only when required**
 - Many federal agencies that previously required cost sharing have reduced or eliminated the requirement and instead are basing their funding decisions on the technical merit of the proposal.
- **Mandatory vs. Voluntary**
 - Mandatory cost share is a requirement of the solicitation. Voluntary cost share is NOT a requirement of the solicitation, but is a quantifiable amount identified in the proposal that we are not requesting the sponsor to pay for.
 - Mandatory cost share must be quantified and included in the Cost Sharing field on the eTransmittal.
 - Voluntary cost share does not have to be quantified, but must be included as a note on the eTransmittal



Cost Sharing

Mandatory

Other Financials

*Subcontract Amount:	\$ <input type="text"/>	*F&A Rate:	<input type="text"/> %
*Total Cost Sharing/Matching/In-kind Included:	\$ <input type="text"/> ←		

[Save](#)

Voluntary

Notes

Note	Author	Action
Dr. Paneth will be committing 5% AY effort as voluntary committed cost share.	Cook, Laura (1/29/2013 1:31:32 PM)	Delete

← [Add Note](#)





Budgeting tips

- 1. Look for requirements in your solicitation**
 - Total vs. direct cost cap
 - Limits to F&A
 - Required travel
 - Required cost share (match)
- 2. Use round numbers**
- 3. Start with salaries**
- 4. Subcontracts? Get budgets early!**

Budgeting tips



5. Use caution with the following categories:

- Administrative support
- Laptops, printers, scanners, etc.
- Office Supplies
- Meals and entertainment
- Cell phones

6. Participant Support Cost:

- 0% F&A
- Agency Approval Required



Prepare MSU and Agency Forms

eTransmittal - MSU's Approval Form

Portal

Please Update Your Profile

My Proposal Counts

Status	Count	Action
Draft Transmittals	17	View Draft Transmittals
Routed Transmittals	7	View Routed Transmittals
Pending OSP Acceptance	0	View Pending Transmittals

Search Transmittals | [Add New Blank](#)

[eTransmittal](#)

My Effort

Effort reports you must certify:
 You have no effort reports you must certify.
[View My Effort Report](#)

My Award Contribution

College Contribution Total(s):
 \$0.00

Department Contribution Total(s):
 \$0.00

Personal Contribution Total:
 \$0.00

My Routed eTransmittals

Sort By: App Number

Include Disapproved:

You currently have no proposals routed.
[View All](#)





Prepare MSU and Agency Forms

- **eTransmittal – Things to keep in mind**
 - Make sure the appropriate faculty are receiving **F&A credit** and you agree with the split between faculty
 - **Postaward Unit** – Who is doing the bookkeeping for the project? Impacts the F&A return.
 - **Direct sponsor** = entity giving us funds
 - **Prime sponsor** = entity sponsoring the research
 - Only required cost share is entered in the **cost share field**. Voluntary cost share is included as a note.
 - **Subcontract field** is the dollar amount for total subcontracts we have in our budget. This is not for when MSU is a subcontract.
 - Budget, Budget Justification and Scope of Work should be included as **attachments**.
 - **Start early!**

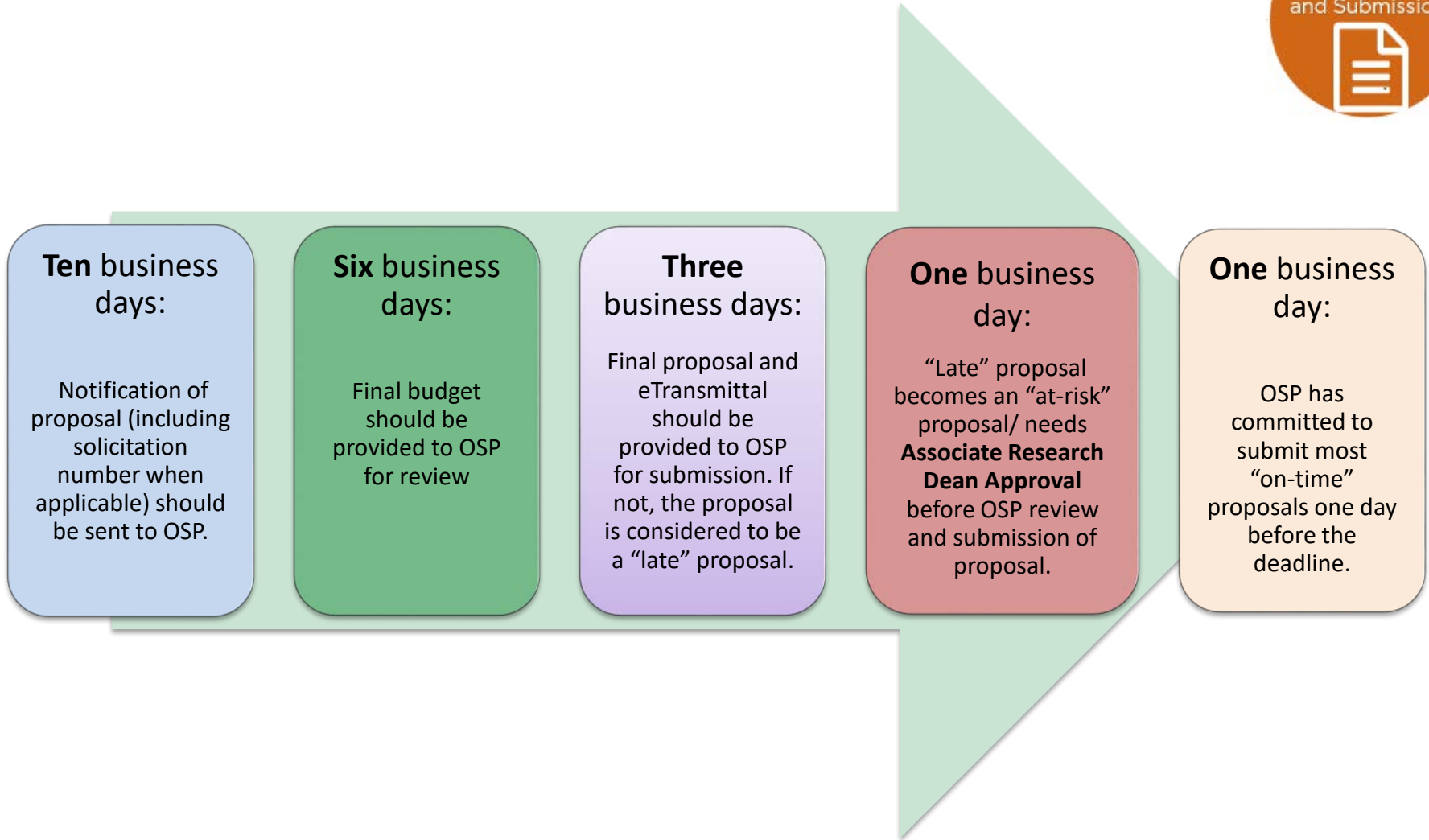


Regulatory Requirements

- **Human Subjects Approvals**
 - Human Research Protection Program (HRPP)
 - Institutional Review Board (IRB) approval must be received prior to account setup, but not necessarily prior to proposal submission
- **Animal Subjects**
 - Institutional Animal Care and Use Committee (IACUC) approval must be received prior to account setup, but not necessarily prior to proposal submission
- **Export Control Review**
 - The Export Control and Open Research & Review Worksheet (ECORRW) must be approved before award is accepted
- **Conflict of Interest Compliance**
 - Policy for Public Health Service (PHS) Investigators and National Science Foundation (NSF)- August 2012



Timeline for Proposal Deadline Policy



Ten business days:

Notification of proposal (including solicitation number when applicable) should be sent to OSP.

Six business days:

Final budget should be provided to OSP for review

Three business days:

Final proposal and eTransmittal should be provided to OSP for submission. If not, the proposal is considered to be a "late" proposal.

One business day:

"Late" proposal becomes an "at-risk" proposal/ needs **Associate Research Dean Approval** before OSP review and submission of proposal.

One business day:

OSP has committed to submit most "on-time" proposals one day before the deadline.

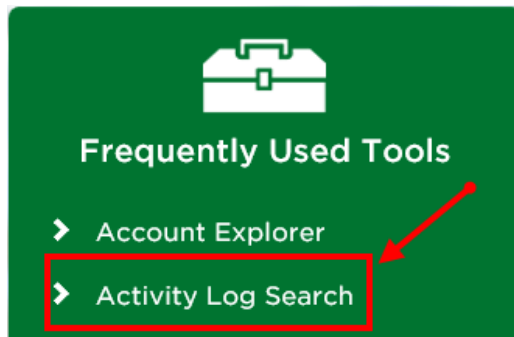
Activity Log

What is the Activity Log?

The activity log is a new system that tracks pre-award activities associated with proposals and awards. This system is now available for campus viewing. Activity Log was created to track metrics, provide transparency, and is an organization tool for OSP and Business Connect.

Where is the Activity Log located?

www.osp.msu.edu

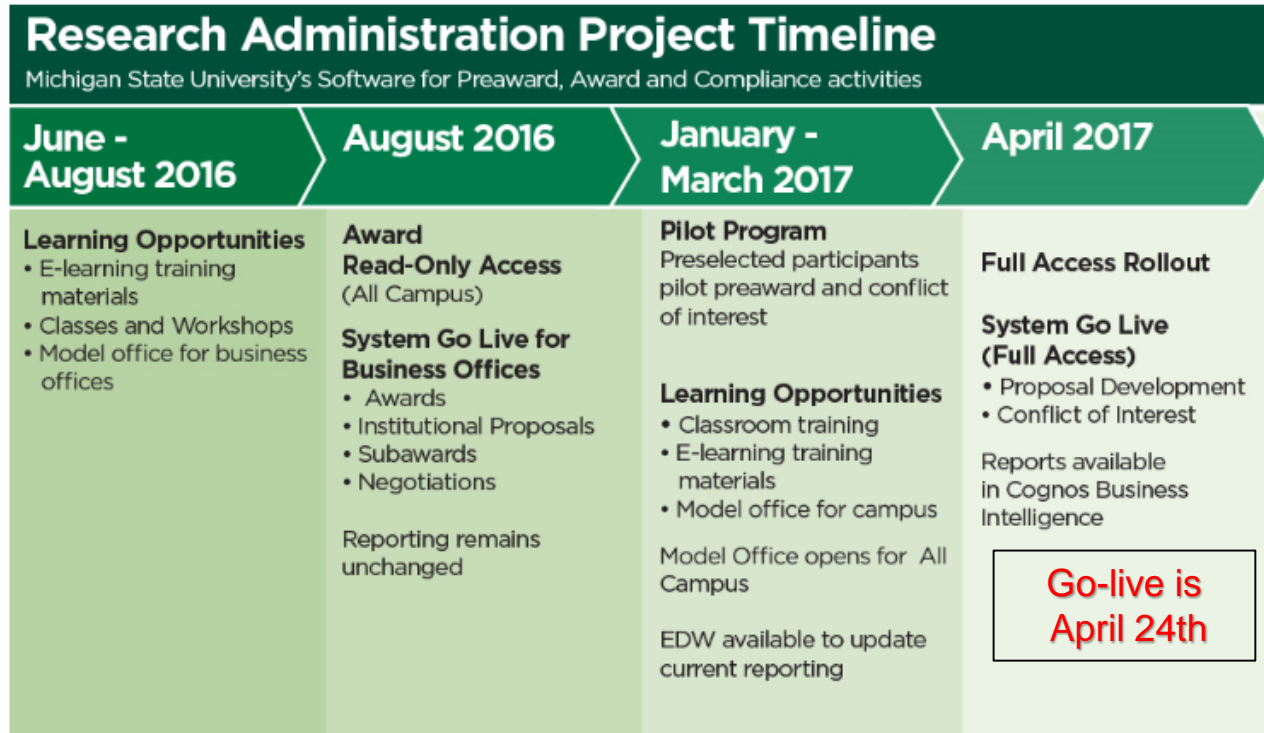


Activity Log Search

Proposal Search

App Number: <input type="text"/>	Account Number: <input type="text"/>	Unit or College Contact: <input type="text"/>	PI Name: <input type="text"/>
Direct Sponsor: <input type="text"/>	Prime Sponsor: <input type="text"/>	Unit / College (OrgCode): <input type="text"/>	Open <input checked="" type="checkbox"/> Open?
OSP Team: (Select One) <input type="text"/>	Due to OSP: <input type="text"/>	Proposal Deadline Date: <input type="text"/>	OSP Target Date: <input type="text"/>
User Filter: (Select One) <input type="text"/>	Activity Log ID: <input type="text"/>		

Kuali Coeus (KC) is coming!



Proposal Development replaces the eTransmittal
KC Budget Module replaces the **Salary Budget Builder**
Negotiation Module replaces the **Activity Log**

KC Training Opportunities

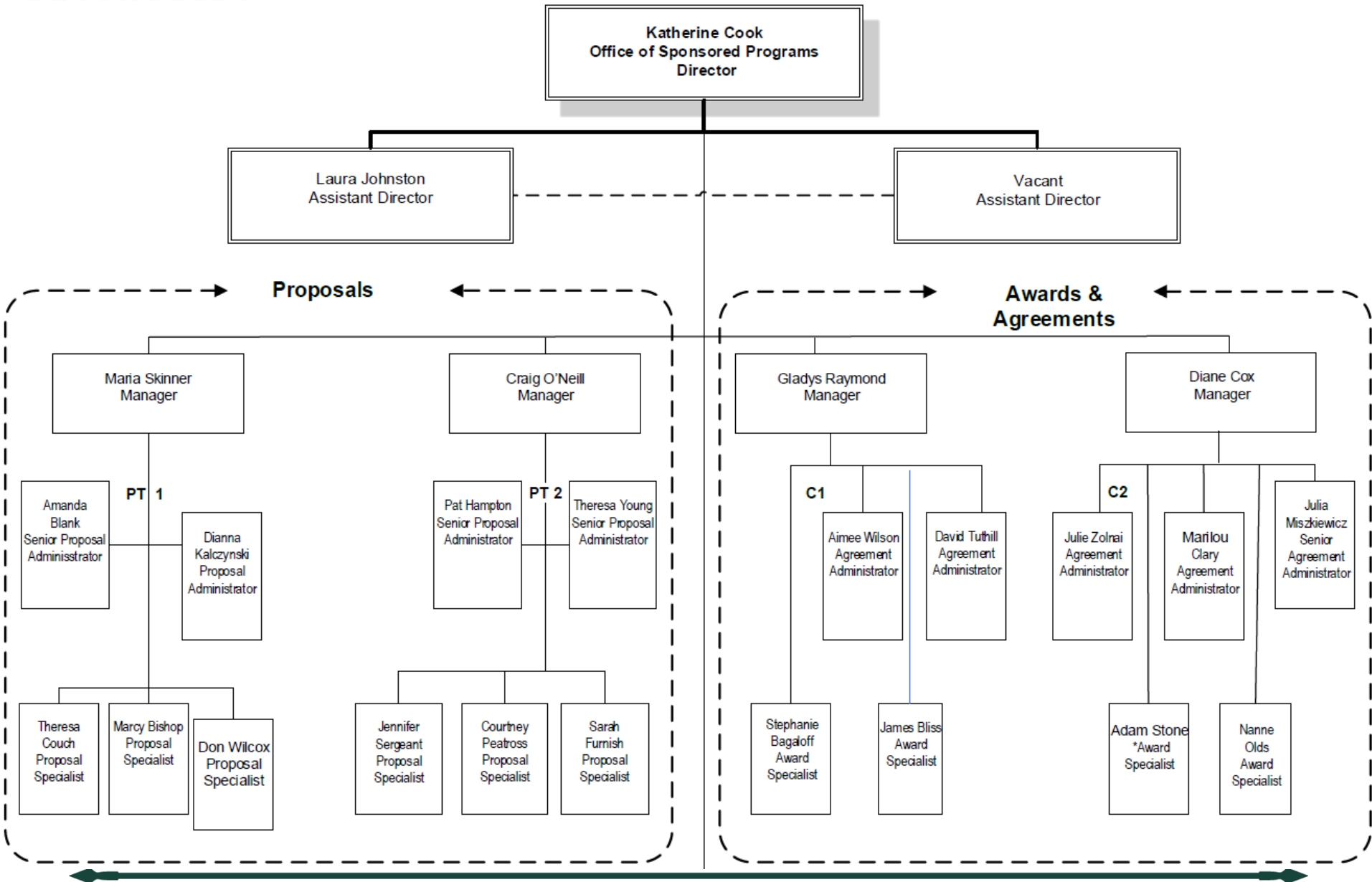
<http://ra-project.vprgs.msu.edu/user-education>

- **Instructor-led Courses:**
 - Proposal Development in KC
 - Budget Development in KC
- **eLearning Courses**
 - Available in March
- **Support Materials**
 - Classroom PowerPoint and Exercises
 - Task related videos (~3-5 mins)
 - Job Aids
 - User Manual

Additional Opportunities for Trainings Related to Sponsored Programs

- Essentials of Research Administration (ERA), <http://sprout.vprgs.msu.edu/training.html>
- Research Workshops sponsored by OVPRGS and the Office of Research Facilitation and Dissemination, <https://vprgs.msu.edu/events>
- Sign up for the OSP List Serve, <https://www.cga.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMQA1ADUA>

Office of Sponsored Programs (OSP)
(Preward Administration)



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