Research Administration Handbook
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About Us

Grants and Contracts assistance is part of the business group in the Dean’s Office of the College of Engineering.

Teresa Bryan-Watts is the Program and Grant Development Specialist. Teresa is a proud MSU graduate and she has been working in research administration since 2011. She has previously worked in various areas in research and health compliance and also in pre-award administration. She is a certified research administrator and holds a research compliance certification. She is a member of Society of Research Administrators International and the National Council of University Research Administrators.

Contact Teresa:

• Look for funding opportunities that match with your research interests
• Navigate internal and external policies and procedures
• Develop non-technical parts of your proposal
• Budget development
• Navigating submission systems such as research.gov and other portals

Ashley is a current member of the Society of Research Administrators International and the National Council of University Research Administrators.

Contact Ashley:

• Questions about or changes to your budget
• Help working with the BCoE budget template
• Dean’s level approval of your budget and justification
• The signing of your IAS
• Coordinating the approval of your cost share
Who Does What?

**MSU Investigator(s)**
Once an Investigator has decided to pursue an RFP they should notify their department's Business Manager and Head/Director. Investigator(s) are responsible for all of the technical parts of the proposal that are due to the sponsor. Additionally, they are responsible to review and approve non-technical parts and review the package uploaded once it is uploaded into the sponsor's preferred submission portal.

**Sponsor**
The sponsor should provide all the necessary information to complete the proposal package in the RFP. The program officer should be available for any questions the investigator should have about requirements. If after speaking with the department's business manager the Investigator still has questions about the application process, they should reach out to BCoE or OSP.

**Investigator(s) Department Administration**
Administration includes Business Manager and/or Contracts and Grants Specialist and Department Head. The Business Manager should create the OSP ticket in Samanage and draft the budget. They should also assist with the creation on the budget justification and any and all non-technical parts of the proposal. Department heads approve the final budget, time allocation and cost share (if applicable).

**BCoE**
(and other college administration if applicable)
The College MUST approve all cost share from the University. Colleges review/approve budgets, justifications and the IAS. The college should review items to ensure they are consistent with the RFP, University policy, and to ensure it is compliant with any other governing guidelines.

**OSP**
OSP is the official signatory for the University and will ALWAYS submit the proposal. OSP completes the final proposal package review for any errors, inconsistencies and compliance issues.
Support

OSP: Office of Sponsored Programs

ORED: Office of Research and Economic Development

ORD: Office of Research Development

ORS: Office of Research Compliance & Security

OTM: Office of Technology Management

EHS: Environmental Health and Safety

SPA: Sponsored Programs Accounting
Office of Sponsored Programs

The Office of Sponsored Projects oversees Mississippi State University's external sponsored programs as the University's authorized signatory for grants, contracts, and other sponsored agreements. OSP coordinates interaction between the University, research faculty, and Sponsors by providing services such as proposal review and endorsement, agreement negotiation, award acceptance and authorization, and limited post-award research administrative services. The staff is responsible for ensuring that all research proposals and projects comply with university, federal, and sponsor regulations, policies, and procedures.

Central pre/post award administration and proposal submission
Authorized signatory for grants, contracts, and other sponsored agreements

For more information, please visit https://www.osp.msstate.edu
Office of Research and Economic Development

Consistent with MSU’s ongoing legacy as one of the nation’s preeminent land-grant institutions, MSU researchers use a multi-disciplinary approach to solve critical issues for Mississippi and beyond. The mission of the Office of Research and Economic Development is foster research that drives innovation and create opportunities in our state and region and across the globe. ORED carries out this mission by providing support to the faculty, staff, and students whose research leads to increasing knowledge to solve complex problems and engages and through strategic economic development on a local, statewide, and global level.

• administer compliance and support units to help researchers accomplish their goals
• work closely with state and federal agencies and industry partners to advance funding opportunities and find solutions to complex, real-world problems
• coordinate university-wide research centers and institutes that conduct innovative multi-disciplinary research
• provide training and support for scholars across campus through seminars, workshops, internal funding programs.

For more information, please visit https://www.research.msstate.edu.
Office of Research Development

- Assistance with identifying funding sources and solicitation analysis;
- Orientation to external funding "basics" for new and early-career investigators;
- "Competitive Intelligence" or assessing the competitiveness of the proposed project in relation to the funding landscape, and PI and institutional capacity;
- Help sourcing collaborators, evaluators, strategic partners, etc., to support your project;
- Review of compliance requirements for implementation of your idea and facilitation of institutional and agency resources (i.e. contacting program officers, training on institutional policies/agency policies, etc.);
- Facilitation of resources such as outlines, checklists, forms, supplemental documents, templates, sample language, and other tools for the preparation of various proposal components;
- Consultation, team-building, and/or project management support for large-scale proposals;
- Facilitation of peer review panels or analysis of non-funded proposal reviews in preparation for resubmission;
- Advise on elements of "grantsmanship" and editorial review for grammar, voice, format, and adherence to solicitation requirements;
- In the absence of departmental capacity, we can provide support with proposal preparation tasks and submission procedures, such as budget preparation, uploading documents into submission platforms, and completing internal routing and approvals, as well as serving as a liaison with OSP to ensure successful proposal submission.
Office of Research Compliance & Security

- Human research protection program (IRB)
- Animal care/use program (IACUC)
- Biosafety (working with biohazardous materials)
  - Financial conflict of interest (FCOI)
- Responsible Conduct of Research (RCR)
  - Classified contracts and research
    - Export control
- Clean laptop loan program for traveling overseas
Office of Technology Management

- Intellectual property (IP)
- Licensing and commercialization of inventions
  - Management of IP licenses
  - Outgoing material transfer agreements

Office of Environmental Health & Safety

- Fire/life safety
- Radiation safety
- Hazardous waste management
  - Chemical hygiene/safety
- Air quality, ergonomic, and noise exposure assessments
Sponsored Programs Accounting

Sponsored Programs Accounting is primarily responsible for managing the restricted funds of Mississippi State University. This includes calculating and posting overhead, invoicing the appropriate agencies, monitoring timely receipt of the funds, and preparing financial reports for external agencies. Additionally, SPA coordinates the time and effort reporting cycle, processes cost transfers, performs non-sufficient fund checking on restricted funds and continuously monitors accounts for compliance purposes. Their goal is to provide friendly, efficient service to all users of the sponsored programs accounting system.

- Central post-award administration
- Assigns restricted fund numbers to awarded projects
- Invoicing and financial reporting for sponsored projects
- Closeout of sponsored projects after the end of performance period

For more information, please visit https://www.controller.msstate.edu/sponsoredprograms/index.php.
OP 70.01 – Sponsored Programs Policy and Procedure Statement

- Signed IAS and final copy of proposal should be received by OSP minimum of three working days prior to submission deadline

OP 80.13 – Cost Share Policy

- Encourages sponsored funds to be used for all work conducted on sponsored projects, including direct and full F&A (indirect) costs
- Cost share on sponsored projects beyond that which is required by the sponsor is strongly discouraged

OP 80.12 – Distribution of Recovered Facilities and Administrative (F&A) Costs

- Defines allocation of F&A recoveries for each division on campus (i.e., Research, DAFVM)
- Defines allocation of F&A recoveries for projects funded through centers and institutes (and other departments)

Negotiated F&A Rates from 07/01/2021 – 06/30/2025
External Sources of Funding

These are a few places to begin your search.

**Federal government**
- www.grants.gov (Register to receive emails)
- Agency-specific announcements (i.e., NSF, NIH, NEH, NEA, USDA, etc.)
- RSS feeds, emails, etc.
- Requests for Proposals (RFP), Requests for Application (RFA), Broad Agency Announcement (BAA), Program Solicitation, etc.

**State government**
- https://mississippi.grantwatch.com/
- Agency-specific announcements (i.e., MHC, MDHS, MDE, etc.)

**Local government**
- Project-specific contracts with municipalities, school districts, or county governments; Usually more service-related than research

**Private**
- Foundations (i.e., Hearin, Kellogg, Keck, CREATE, etc.)
- For-profit companies (i.e., Bayer, BASF, C-Spire, etc.)
- Non-governmental not-for-profit organizations
- Often require alternate funding mechanisms (i.e., RTC, MSU Foundation)

**Looking for Grants?**
Grant Resource Center- https://www.aascu.org/GRC/
Pivot- https://pivot.proquest.com/dashboard
Submission Process

Contact your Departmental Business Manager for assistance getting started. If you have questions, or concerns or anticipate needing help with some part of the application process reach out to BCoE!

Submit your budget, justification, and IAS prior to your BCoE due date (5 days before the sponsor due date).

Post Award this way

You did it!

OSP will submit for you. It is important the you do not submit yourself.

How to put in a ticket (OSP-Samanage)

- To Start, go to:
  - https://osp.samanage.com/login

- Use your MSU email you registered with and password to log in
• Once you log in, you will find these options at the top of the page

• Click “New Request”

• Choose the first option, “Proposal Submission Request”

• You will now see a form on the right-hand side of the screen

• Complete all fields

• Attach RFP or announcement if there is not a weblink to provide

• If you do not have a current departmental contact to use, you can use BCoE

• You must CC anyone at MSU named on the project and any of their departmental business managers, Kari Babski-Reeves and ENGR-BusinessAffairs
OSP Portal (Samanage) Dos

- Do contact your business manager to submit a ticket as soon as you decide to pursue a funding announcement, this alerts everyone involved about your proposal.

- Do check to make sure all your University Co PIs, departmental personnel (business manager, grants and contracts specialist or any other support team member that may contribute or need information on the application process) are copied on the ticket. BCoE business affairs must also be copied!

- Do ensure your budget and justification are uploaded for review as soon as possible, this gives everyone an opportunity to view and assist you in making changes if needed before you OSP deadline.

- Do ensure your IAS is in the portal and you are collecting the necessary signatures when you have finalized your budget.

- Do let BCoE know if you have a tight window for submitting your proposal package. We are here to help and we often can help quickly if we are aware of your short timeline.
OSP Portal (Samanage) Don'ts

- Please avoid sharing pertinent proposal information and documents over email. It is important that we have this in the record in the portal. Drafts and multiple versions of documents are intended to be uploaded there- It’s a process!

- Please do not share duplicate information in emails that you have also put in the portal. This makes it difficult for BCoE and OSP staff to make sure we have addressed everything efficiently.

- Please do not assume that all proposal documents have been uploaded for you prior to your OSP deadline, please check over submission to avoid needing a waiver of the 3-day rule.

- Please do not request review of information by OSP. OSP will review the proposal package timely, before the sponsors deadline. Emailing them for confirmation takes valuable time away from that task.

A Note on Pre-Proposals

Pre-proposals or letters of intent (also referred to as informal proposals, letter proposals, mini-proposals, preliminary proposals, pre-applications, concept papers, or white papers) do not need to run through OSP nor follow the 3-day rule. Such pre-proposals may or may not include an estimated or summary budget. Pre-proposal would any communication with a potential funder including both scope of work and a budget or simply a scope of work alone. These are submitted to sponsors per their program guidelines, or may be investigator-initiated to determine the interest of a particular sponsor in funding a proposed project. These submissions generally occur prior to the submission of a formal proposal.

In many cases a pre-proposal can be submitted directly to the sponsor without going through the Office of Sponsored Projects, and OP 70.01 does not apply. A pre-proposal should be routed through OSP along with an Internal Approval Sheet (IAS) in cases where:

- MSU is committing cost share or matching on the project,

- The sponsor requires the Authorized Organizational Representative's signature,

- The sponsor requires MSU submission through a portal or system via which only OSP can submit, or

- Any institutional certifications or assurances are required.

In the event you have a budget and no scope of work, this would be deemed a gift and should be coordinated with our development officer.
Proposal Building

Budget
The budget is reviewed by all the departments and colleges that are involved in the award and each one must approve it.

BCoE Budget Template
The budget template is required internally for all proposals that are to be submitted through BCoE. If you have any questions about this template, please contact Ashley Sumner.

FY24 Budget Template
Budget Justification Template

EOP 37 outlines rules about academic time on proposals. It states you must follow the 2:1 rule. Summer time must be accompanied by 50% of that amount of 9-month time. For example, 1 summer month on a budget must also include 5.56% effort during the academic year.

Graduate Student Rates
Fiscal Year is July 1 through June 30

Graduate Student Tuition:

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<tr>
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</table>

Graduate Research Assistant’s (GRA) Graduate Teaching Assistant’s (GTA) and Graduate Service Assistant’s (GSA) will have the 100% tuition rate charged in budgets.

Divisions are reminded that there should be consistency in applying tuition rates in like circumstances. Please contact your division to determine the appropriate rate used within your division.

Escalate: 5% for following years.

Budget tuition rates solely in the tuition line item. The entire budgeted amount will be excluded when calculating F&A.

Insurance:

Graduate student insurance will be budgeted separately from tuition.
Divisions are reminded that there should be consistency in charging insurance. Please contact your division to determine the appropriate protocol for insurance.

Escalate 5% for following years.

*Budget insurance costs in the contractual line item. The budgeted amount will not be excluded when calculating F&A.*

### Academic Year, Calendar Year, and Summer Conversation Tables

A “person month” is the metric for expressing the effort (amount of time) principal investigators (PIs), faculty and other senior personnel devote to a specific project. The effort is based on the type of appointment of the individual; e.g., calendar year (CY), academic year (AY), and/or summer term (SMR or SM).

These conversion tables were designed to assist when converting effort in the form of a percentage to person-months or converting person-months to an effort percentage, based on the term of appointment. These tables can be especially useful during the proposal process to determine effort commitments.

Please choose from the Calendar Year, Academic Year, or Summer Term table as appropriate.

### Twelve Month Calendar Year

*Percent Effort to Calendar Months*

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Person Months = % Effort x term of appointment
### Twelve Month Calendar Year

#### Calendar Months to Percent Effort

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% Effort = Person Months ÷ term of appointment

### Nine Month Academic Year

#### Percent Effort to 9 Academic Months

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Person Months = % Effort x term of appointment
### Nine Month Academic Year

**9 Academic Months to Percent of Effort**

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% Effort = Person Months ÷ term of appointment

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Person Months = % Effort x term of appointment
3 Summer Months to Percent Effort

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% Effort = Person Months ÷ term of appointment

A Note to Business Managers

PI will either furnish a draft budget or furnish the information required for a draft budget. Start Date and End Date will be very important to determine first, this drives salary amounts and tuition amounts and duration of budget.

Personnel involved and effort
- PI
- Co-PIs
- Post Doc
- Research Associates

It is important to look up the current salary in Sierra. For all non-BCoE faculty you will need to contact their department to furnish current salary.

Items to consider on salaries:
- Decide if inflation of salary needs to be calculated depending on start date of proposal
- 9-month faculty receive raises on 8/16
- 12-month faculty receive raises on 7/1
- 12-month staff receive raises on 7/1
• Full time 9-month employees work 1560 hours per year (40 hrs/wk x 52 wks x 9/12)
• Full time 12-month employees work 2080 hours per year (40 hrs/wk x 52 wks/yr)
• Inflation rate can vary. Usually use 5% but can use less or none if there is a budget limitation that PI is needing to stay under
• Salary for budget needs to be calculated based on current salary plus any inflation x percentage of effort x duration of effort.
• Check for current rates fringe rates for faculty
• Performance dates should be at the top of every budget
• Years should be broken down by budget year, not fiscal year
• 9-month salaries should not be converted to 12-month salaries unless the sponsor requires it

Graduate Research Students and Undergrad Students
• Considered part-time, 12-month employees
• Are not listed by name in the budget
• Generally, do not have inflation increase
• Generally, are carried through the entire duration of the proposal but don’t have to be done this way
• Undergrad salary is an hourly rate at least $10.10/hr
• GRAs work 1040 hours per year (40 hrs/wk x 52 wks/yr x ½)
• Check for current student fringe rates
• Be sure that tuition is charged for each GRA on proposal
• Budget both tuition and fees together on the same line in the proposal. Both Tuition and Fees are excluded from F&A.
• Insurance should be shown under Contractual on the budget and is included in F&A

Other Budget Tips
• Make sure sponsor does not limit International Travel
• You may be required to break out international travel from domestic
• Some sponsors require to see details of travel (where, what, when, how much per person, per trip)
• Contractual will include: GRA Insurance, Publications, and Services
• Commodities/Supplies:
  o Some sponsors require documentation – PI should supply this
  o Computers and equipment under $5k should be listed as commodity
  o Equipment- Must be $5k or over
  o Most sponsors require documentation of equipment
• SPA requires subcontract form Subrecipient Commitment to be completed prior to submission. Send to sub for them to complete. The form is found on SPA website
• Exclude first $25k from F&A calculation
• Ensure you are using the current F&A rate, this can be found on the OSP quick facts
• Exclude Tuition, Equipment, and first $25k of subcontract
• Make sure department head is aware of cost share
• Generally, use release time on PI and CoPi’s (includes fringe and indirect costs)
• If hard money is used to cost share travel, equipment, GRAs, etc. make sure that it is approved by Department Head
• Make sure you understand how sponsor calculates the cost share – if it is percentage of Federal monies or percentage of total of Federal + MSU monies
• Check formulas in each cell of the budget
• Help faculty make decisions concerning child accounts; It may be best to talk to the other department business managers. The University policy for splitting F&A is OP 80.12.

Biosketch

Please access the NSF Biographical Sketch here.

Summary, Description & References

Standard Proposal Outline

| Note: This outline addresses key development components of a standard application; however, it does not address all elements required to complete the application or budget. This outline focuses on NSF sections but is applicable to many applications. |

Proposal Contents

Project Summary (limited to 1 page)

The Project Summary should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal. The summary must include three separate sections.

☐ Overview: Describe the activity that would result if the proposal were funded and state the objectives and methods to be employed.
☐ Intellectual Merit: Describe the potential of the proposed activity to advance knowledge.
☐ Broader Impacts: Describe the potential of the proposed activity to benefit society and contribute to the achievement of specific, desired societal outcomes.

Project Description (limited to 15 pages)

The Project Description should provide a clear statement of the work to be undertaken and must include the objectives for the period of the proposed work and expected significance; the relationship of this work to the present state of knowledge in the field, as well as to work in progress by the PI under other support.
URLs must not be used. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 15-page limitation. Should this project involve collaboration with other institutions/organizations, describe the roles to be played by the other entities, specify the managerial arrangements, and explain the advantages of the multi-organizational effort.

The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures. Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions.

Broader Impacts
The Project Description must contain, as a separate section within the narrative, a section labeled “Broader Impacts”.

Broader impacts may be accomplished through the research itself, through the activities that are directly related to specific research projects, or through activities that are supported by, but are complementary to the project. NSF values the advancement of scientific knowledge and activities that contribute to the achievement of societally relevant outcomes. Such outcomes include, but are not limited to: full participation of women, persons with disabilities, and underrepresented minorities in science, technology, engineering, and mathematics (STEM); improved STEM education and educator development at any level; increased public scientific literacy and public engagement with science and technology; improved well-being of individuals in society; development of a diverse, globally competitive STEM workforce; increased partnerships between academia, industry, and others; improved national security; increased economic competitiveness of the US; and enhanced infrastructure for research and education.

Results from Prior NSF Support (limited to five pages)
The purpose of this section is to assist reviewers in assessing the quality of prior work conducted with current or prior NSF funding. If any PI or co-PI identified on the proposal has received NSF support with a start date in the past five years (including any current funding and no cost extensions), information on the award is required for each PI and co-PI, regardless of whether the support was directly related to the proposal or not. In cases where the PI or any co-PI has received more than one award (excluding amendments to existing awards), they need only report on the one award that is most closely related to the proposal. Support includes not just salary support, but any funding awarded by NSF. NSF awards such as standard or continuing grants, Graduate Research Fellowship, Major Research Instrumentation, conference, equipment, travel, and center awards, etc., are subject to this requirement. The following information must be provided:

- The NSF award number, amount, and period of support;
- The title of the project;
- A summary of the results of the completed work, including accomplishments, supported by the award. The results must be described under two distinct headings: Intellectual Merit and Broader Impact;
- A listing of the publications resulting from the NSF award (a complete bibliographic citation for each publication must be provided either in this section or in the References Cited section of the proposal);
if none, state “No publications were produced under this award”;
- Evidence of research products and their availability, including, but not limited to: data, publications, samples, physical collections, software, and models, as described in any Data Management Plan; and
- If the proposal is for renewed support, a description of the relation of the completed work to the proposed work.

If the project was recently awarded and therefore no new results exist, describe the major goals and broader impacts of the project. Note that the proposal may contain up to five pages to describe the results. Results may be summarized in fewer than five pages, which would give the balance of the 15 pages for the Project Description.

References Cited (no page limit)

This section should contain a list of bibliographic citations relevant to the proposal. While there is no page limit, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page Project Description. Note that:

- Every reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication.
□ If the proposer has a website address readily available, that information should be included in the citation. Inclusion of a website address is optional.

□ Proposers must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal.

Single-Copy Documents

Certain categories of information that are submitted in conjunction with a proposal are for "NSF Use Only." As such, the information is not provided to reviewers for use in the review of the proposal.

- Authorization to Deviate from NSF Proposal preparation Requirements (if applicable)
- List of Suggested Reviewers, or Reviewers Not To Include (optional)
- Proprietary or Privileged Information (if applicable)
- Collaborators & Other Affiliations Information: Click here for instructions on content requirements

Current and Pending Support

To Access the NSF fillable PDF for pending support click here.

To access ScienCV please click here.

Facilities, Equipment and Other Resources

Facilities, Equipment and Other Resources (Template)

(no page limit)

(Instructions: Identify the facilities to be used at each performance site listed and, as appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Use “Other” to describe the facilities at any other performance sites listed and at sites for field studies.

Laboratory:

Clinical:

Animal:

Computer:

Office:

Other
Major Equipment: List the most important items available for this project and, as appropriate, identify the location and pertinent capabilities of the items.

Other Resources: Provide any information describing the other resources available to the project. Identify support services such as key personnel not mentioned in the budget and budget justification, and the extent to which they will be available for the project. Include an explanation of any consortium/contractual arrangements with other organizations. Any persons mentioned here should provide a letter of collaboration to be uploaded in the "Others Supplementary Documents" section.

**Data Management Plan**

**Guidelines - National Science Foundation (NSF)**

Data Management Plan – effective January 18, 2011

The National Science Foundation now requires that all proposals have a Data Management Plan for the proposed research. The Data Management Plan will be reviewed as part of the intellectual merit or broader impacts of the proposal, or both, as appropriate. The goal is to provide clear, effective, and transparent implementation of the long-standing NSF Policy on Dissemination and Sharing of Research Results. Additional information can be found at: [https://nsf.gov/pubs/policydocs/pappg17_1/index.jsp](https://nsf.gov/pubs/policydocs/pappg17_1/index.jsp)

Data management requirements and plans specific to the Directorate, Office, Division, Program, or other NSF unit, relevant to a proposal are available at: [https://www.nsf.gov/bfa/dias/policy/dmp.jsp](https://www.nsf.gov/bfa/dias/policy/dmp.jsp)

Proposals must include a supplementary document of no more than two pages labeled “Data Management Plan”. This supplement should describe how the proposal will conform to NSF policy on the dissemination and sharing of research results (see AAG Chapter VI.D.4, information provided below in italics), and may include:

If guidance specific to the program is not available, then the requirements established in this section apply. Simultaneously submitted collaborative proposals and proposals that include subawards are a single unified project and should include only one supplemental combined Data Management Plan, regardless of the number of non-lead collaborative proposals or subawards included. Proposals for supplementary support to an existing award are not required to include a Data Management Plan.

A valid Data Management Plan may include only the statement that no detailed plan is needed, as long as the statement is accompanied by a clear justification. Proposers who feel that the plan cannot fit within the limit of two pages may use part of the 15-page Project Description for additional data management information. Proposers are advised that the Data Management Plan must not be used to circumvent the 15-page Project Description limitation. The Data Management Plan will be reviewed as an integral part of the proposal, considered under Intellectual Merit or Broader Impacts or both, as appropriate for the scientific community of relevance.

The following pages provide a template for creating a data management plan according to the NSF guidelines. Portions of it may be copied and pasted directly into the proposal.

**Resources:**
National Science Foundation - Data Management Plan Guidelines:

Plan Should include:

1. List the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project.

2. List the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies).

3. Policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements.


5. Plans for archiving data, samples, and other research products, and for preservation of access to them.

Mentoring Plan
Suggested Postdoctoral Mentoring Language for NSF Proposals

The two, very different sample mentoring summaries below reflect adaptations of examples provided in 2008 by the Federation of American Societies for Experimental Biology (FASEB). Although the examples are discipline specific, you can readily adapt the content—or include your own specific aspects—to fit your research field. What’s important here is the overall approach used to clearly illustrate an effective and persuasive mentoring program.

Example 1

Postdoctoral scholars working in my laboratory will conduct research on the neuronal processes involved in Pavlovian fear learning. Under my mentorship, they will learn to formulate and test hypotheses related to the acquisition, consolidation, and retrieval of fear memories; develop expertise in behavioral and neurobiological techniques including intracranial drug infusion, single-unit and slice electrophysiology, and immunocytochemical analysis; and acquire expert knowledge of the scientific literature in our research area.

At the start of their training, postdocs will be required to provide the College with relevant contact information so they receive announcements of upcoming training seminars and events offered; attendance at these professional and career development seminars will serve to supplement the individualized mentoring I provide. Postdocs will also be encouraged to make use of the extensive professional and career development resources through various resources including the National Postdoctoral Association (NPA) websites.

To foster open and clear communication with my postdocs, I will provide each with the Compact Between Postdoctoral Appointees and Their Mentors (attached), which describes the commitments both they and I make to ensure an effective postdoctoral training experience. We will discuss these expectations and the steps we will take to achieve the goals of the Compact at the start of the postdoctoral appointment. On an individual basis, we will also collaboratively complete an Individual Development Plan (attached) to help postdocs identify both their short- and long-term goals and the skills and abilities needed to achieve them. Used in conjunction with the Annual Performance Review (attached), the IDP will serve as an iterative
mentoring tool that will help establish an ongoing, productive mentor-mentee partnership characterized by mutual respect and understanding.

Because effective communication of research findings is an essential component of scientific success, I will help my postdocs hone their communication skills by having them write research articles and develop oral and poster presentations for lab meetings, department seminars, and scientific meetings. I will also help them prepare their own research grants and involve them in the development of mine. Finally, I believe that all trainees benefit from the perspectives and guidance of multiple mentors; therefore, while I will serve as my postdocs’ primary advisor and mentor, I will encourage them to seek additional mentors within and outside our institution.

Example 2

Scientific and technical skills

- Postdocs will contribute to research on the role glutamate-dependent neuronal plasticity plays in addiction to psychostimulant drugs such as cocaine and amphetamine.

- They will work under my guidance and with assistance from senior lab members and faculty collaborators to develop the scientific and technical skills necessary to carry out this research program.

- In the course of this research, they will develop expertise in behavioral and biochemical techniques, including drug self-administration, immunocytochemical analysis, BS3 assay, SDS-PAGE, and Western blotting. These skills will have broad applicability to other areas of research and will be an immense benefit to postdocs as they establish their own laboratories.

- Postdocs will add to their scientific knowledge by reading and discussing scientific literature with me and other members of the lab and participating in journal clubs and seminars related to this research.

Career planning and professional development

- I will work with postdocs to design an individual development plan describing their research, training, and career goals as well as the approaches they will take to achieve those goals. We will review and revisit this plan on a regular basis.

- I will meet weekly with postdocs to discuss their progress on research projects and to identify and resolve any difficulties carrying out their work.

- Postdocs will be encouraged to attend workshops on responsible conduct of research, career opportunities, resume writing, and interview skills.

Communication skills

- Postdocs will improve their ability to communicate research findings by presenting and obtaining feedback on their research at regularly scheduled lab meetings.
• Postdocs will also have an opportunity to present their research at our weekly departmental colloquium series at which faculty, graduate students, postdocs, and invited speakers present on a rotating basis.

• Postdocs will be encouraged to give poster and oral presentations during the Experimental Biology annual meeting.

• I will help postdocs enhance their writing skills by working with them to develop research reports and review articles.

• Postdocs will be invited to join me in teaching a freshman seminar on our research topic. This will give them experience presenting complex scientific information to an audience of non-experts, and it will provide valuable teaching experience.

Grants management

• I will involve postdocs in the preparation of new grant applications and competing renewals.

• I will encourage postdocs to apply for independent research support, such as a National Science Foundation postdoctoral fellowship or a National Institutes of Health Pathway to Independence award. I will provide guidance as they develop these grant applications.

Laboratory management

• Postdocs will be required to receive training in lab safety, animal care and use, and responsible conduct of research.

• Postdocs will be involved in day-to-day management of lab operations (e.g., ordering laboratory supplies, overseeing the lab budget, maintaining research equipment and facilities, ensuring compliance with safety standards).

• Postdocs will be involved in training and mentoring undergraduate and graduate students.

• Postdocs will have a role in recruiting and interviewing new students and employees to the lab.

Letters of Commitment, Collaboration, and Support

Many proposals require or allow letters from your institution, administrators, partners, and collaborators. Some funding organization request letters of support or commitment and others do not allow them. The Department of Education, for instance, rarely asks for letters, and, if included, would count against the proposal page count. The National Science Foundation, on the other hand, requires letters of collaboration, especially from the proposing institution and project partners, but does not allow letters of support. Other funding agencies leave the inclusion of letters to the proposer’s discretion. It is important that proposers understand what is expected by the funder, the difference between the types of letters, and
how to strengthen this aspect of a proposal. The following descriptions explain the general differences among these types of documents:

**Letter of Commitment** – indicates the signatory’s intent to commit resources to the funded project as specified in the letter, should the proposal be funded. May also give the partner’s rationale for supporting the project and point to strengths of the organization that could be of value in implementing or sustaining the project.

**Letter of Collaboration** – indicates the signatory’s intent to collaborate and/or commit resources as described in the proposal or the letter, should the proposal be funded. Note that NSF now only allows letters of collaboration (unless otherwise requested) and specifies how they should be written in its Proposals and Awards Procedures and Policies Guide. Here you can access [template for COA](#).

**Letter of Support** – expresses the organization’s knowledge and support of the project, including why the project is important and how it relates to the organization’s mission or expressed goals. May address the proposer’s qualifications or abilities to complete the project. Such letters can add much additional information to strengthen the proposal.

**Preparing the Letters.** The PI should solicit letters well in advance of the due date so there will be time for signatures. Letters from partners should represent true, collaborative partnerships. These partnerships work best when partners have been involved in the proposal planning and preparation stages so that their concerns and ideas are addressed. It is often useful if you, after conversations with the writer, draft the letter or give the writer a list of talking points of things to include. This is especially important if resources are being committed. Use the following guidelines in preparing letters:

- Keep letters short and to the point.
- Be specific about the nature of the collaboration or commitment.
- Usually indicate concrete actions the signer is committed to provide during the project.
- Do not commit to any dollar amount of funds or resources unless you have permission from OSP (the Program Director of Sponsored Research).
- Don’t use form letters; make each letter unique (except for NSF Letters of Collaboration). You might even use different font types or margins.

**Obtaining Signatures.** Proposers requesting letters should provide the administrator with a copy of the proposal Abstract and, for NSF proposals, the Facilities, Equipment, and Other Resources section. Some deans required the full proposal to be submitted for their review at least a week in advance as well. Please speak with an OSP Program Director if you have questions about who should submit letters for your project.

- Letters from a UVU Vice President or Dean require a week for approval.
- Letters from the UVU President, which are rarely requested, require two weeks (10 business days).
- Letters from business and community partners should have been discussed and agreed to long before the submission date. These may also take up to a week to get approval.
- Letters must be printed on letterhead paper of the signer’s organization, signed, and scanned as a pdf document.
• The PI should keep a signed original copy of the letter in the event the proposal is funded and audited. A pdf copy will be submitted with the proposal.

**Example 1 – Local Business Letter of Support**

Eric Luetkenhaus  
U.S. Department of Labor  
Employment and Training Administration  
Division of Federal Assistance Washington, DC 20210

Dear Mr. Luetkenhaus

I am writing this letter in support of a proposal for funding for the Mechatronics Engineering Technology discipline that is being proposed by Utah Valley University.

Our nation has been losing a large portion of our manufacturing base business to overseas and low labor countries. The economic pressures that this trend has created here in the US are tremendous.

Many companies could prevent this inevitable transition if personnel familiar with more high tech automated manufacturing methods were available. Many companies currently rely on automated equipment to support their efforts of producing products at a higher rate, with better quality for less money. To accomplish this, companies must have technicians trained in the high tech automation and manufacturing disciplines.

In my 20 years of automation experience, I have seen very few Colleges or Universities who truly understand and support this type of discipline. We are constantly looking for talented individuals to fill engineering positions in the automation technology arena. We see a large shortage of graduates who have been taught in this area of expertise. As a result, we are constantly having to provide on the job training to our personnel. It can take years for individuals without experience or training in this discipline to become productive.

I highly recommend your support of this funding and can assure you that U.S. companies will greatly benefit from the resultant training and education that students entering this program will provide to company’s efforts to save their factories and keep manufacturing jobs here in the U.S.A.

Sincerely,

John C. Doe  
Vice President of Sales and Marketing XYZ Systems Inc.

**Example 2 – Partner Letter of Commitment and Support**

Eric Luetkenhaus  
U.S. Department of Labor  
Employment and Training Administration  
Division of Federal Assistance
Washington, DC 20210

Dear Mr. Luetkenhaus

I am writing this letter to commit the support of XYZ Systems to the Mechatronics Engineering Technology program that is being proposed by Utah Valley University, should it be funded by the U.S. Department of Labor.

Our nation has been losing a large portion of our manufacturing base business to overseas and low labor countries. The economic pressures that this trend has created here in the US are tremendous. Many companies could prevent this inevitable transition if personnel familiar with more high tech automated manufacturing methods were available. Many companies currently rely on automated equipment to support their efforts of producing products at a higher rate, with better quality for less money. To accomplish this, companies must have technicians trained in the high tech automation and manufacturing disciplines.

In my 20 years of automation experience, I have seen very few Colleges or Universities who truly understand and support this type of discipline. We are constantly looking for talented individuals to fill engineering positions in the automation technology arena. We see a large shortage of graduates who have been taught in this area of expertise. As a result, we are constantly having to provide on the job training to our personnel. It can take years for individuals without experience or training in this discipline to become productive.

XYZ Systems will be pleased to partner with UVU in this program by providing knowledgeable technicians to give demonstrations to students and future students about career opportunities in the field of Mechatronics. As the program progresses, we will offer several internship opportunities annually to qualified students and will consider graduates of the program for full-time employment. A member of XYZ Systems will also serve on the Advisory Board for the program and assist the program in other capacities as needed.

I highly recommend your support of this funding and can assure you that U.S. companies will greatly benefit from the resultant training and education that students entering this program will provide to company’s efforts to save their factories and keep manufacturing jobs here in the U.S.A.

Sincerely,

John C. Doe
Vice President of Sales and Marketing XYZ Systems

Example 3 – NSF Letter of Collaboration – from UVU administrator

V. Celeste Carter,
ATE Lead Program Director
Dear Dr. Carter:

If the proposal submitted by Dr. Paul Weber entitled “Modernizing Instrumentation for Nanotechnology Education” is selected for funding by NSF, it is the intent of the College Science Utah Valley University to collaborate and commit resources as detailed in the Facilities, Equipment and Other Resources section of the proposal.

Sincerely,

Daniel J. Fairbanks
Dean, College of Science and Health
Interim Dean, College of Technology and Computing

Example 4 – NSF Letter of Collaboration – from business partner

Dr. V. Celeste Carter,
ATE Lead Program Director
The National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230

Dear Dr. Carter:

Gooch Engineering is a technology-based company focused on research and development and bringing products to commercialization. We develop industrial wireless sensors, home automation, industrial process controls and IIoT (industrial internet of things) Technologies. Our company needs technicians with improved training in metrology and nanotechnology which requires equipment that is currently unavailable at UVU.

If the proposal being submitted by Dr. Paul Weber entitled “Modernizing Instrumentation for Nanotechnology Education” is selected for funding by NSF, it is the intent of Gooch Engineering to collaborate by evaluating the quality of the proposed curriculum and by considering hiring qualified students who successfully complete the training program at UVU.

Sincerely,

Name of signatory
Position of signatory

Collaborators and Other Affiliations
NSF requires the use of the template linked below for identifying Collaborative and Other Affiliations Information (COA) information. The content requirements specified in the template are consistent with Chapter II.C.1.e of the NSF Proposal and Award Policies and Procedures Guide. The template has been developed to be fillable, however, the content and format requirements must not be altered by as this will create printing and viewing errors. This template must be saved in .xlsx format for upload into research.gov as a Collaborators and Other Affiliations Single Copy Document. The portal will convert the uploaded .xlsx files to PDF. Using the .xlsx format will enable preservation of searchable text that otherwise would be lost. It is imperative that this document be uploaded in .xlsx only. Uploading a document in any format other than .xlsx may delay the timely processing and review of your proposal. Grants.gov Users: The COA information must be provided through use of the COA template and uploaded as a PDF attachment.

Collaborators and Other Affiliations Information Template


SciENcv

SciENcv — Science Experts Network Curriculum Vitae — is a free Web-based utility that helps researchers assemble the professional information needed for participation in federally funded research. SciENcv gathers and compiles information on expertise, employment, education, and professional accomplishments. Researchers can use SciENcv to create and maintain biosketches that are submitted with grant applications and annual reports. SciENcv allows researchers to describe and highlight their scientific contributions in their own words. Its creation was requested by the Federal Demonstration Partnership, a cooperative initiative among federal agencies and recipients of federal funds, as a way of reducing the administrative burden placed on researchers.

Benefits of Using SciENcv:

- Produces National Science Foundation (NSF)-approved biosketches* for use in grant applications
- Eliminates the need to repeatedly enter biosketch information
- Uses automation to reduce the administrative burden associated with federal grant submission and reporting requirements
- Leverages data from existing systems
- Allows proposers to integrate their ORCID iD (see handout) to enable pre-population for the Biographical Sketch. Additional information is available on the ORCiD website: https://orcid.org/
- Provides public access to a researcher-claimed repository of information on expertise, employment, education, and professional accomplishments
- Researchers describe their scientific contributions in their own language

*Use of an NSF-approved format for the Biographical Sketch and Current and Pending Support documents is required. NSF is encouraging proposers to begin using SciENcv now for the preparation of all Biographical Sketches.

Principles of SciENcv

- Any researcher may register, including graduate students
- Data are owned by the researcher
- Researcher controls what data are public
- Researcher edits and maintains information
- Researcher provides their own data to describe research outcomes
- Researcher has ultimate control over data in biosketch
Proposers are required to use the updated version of the NSF-approved formats in accordance with the *Proposal & Award Policies & Procedures Guide* (NSF 23001).

General SciENcv Questions

1. How do I access SciENcv?

2. Do I need to create a SciENcv/National Center for Biotechnology Information (NCBI) account?

Users do not need to create a SciENcv/NCBI account to prepare and generate their NSF documents. While there are several ways to authenticate into the system, we encourage users to sign in to SciENcv with their NSF ID and password.

Those selecting the "NSF Log in" option, as highlighted above, will be directed to sign in via Research.gov. Users will be automatically redirected back to the My NCBI homepage after their NSF login is successful.

3. Who should I contact if I can't sign into SciENcv using my Research.gov ID and password?

Please verify that you have registered for an research.gov ID and password and that your credentials are correct. Go to: https://www.research.gov/common/attachment/Desktop/Rgov%20Password%20FAQs.pdf

- For FAQs for password help.
- If you still experience issues after trying these steps, contact the NSF at (800) 877-8339 (7:00 AM - 9:00 PM)
4. The SciENcv system is unavailable. How can I generate an NSF-approved biographical sketch and current and pending support documents to submit my proposal?

NSF has an approved fillable PDF format of both the biographical sketch and current and pending support proposal sections available for use in the event users are experiencing issues with SciENcv. Note: NSF encourages users to manage and generate this documentation in SciENcv.

5. Who do I contact if I have questions?

Policy-related questions should be directed to policy@nsf.gov. If you have technical or IT system-related questions regarding the SciENcv formats, please contact the NSF at (800) 877-8339 (7:00 AM - 9:00 PM ET; Monday - Friday except for federal holidays).

6. How do I access the SciENcv portlet after I've signed in?

For most users, the SciENcv portlet will default to the bottom right corner of your My NCBI homepage.

If you have used My NCBI previously and customized your account, the SciENcv portlet may be located elsewhere, as the My NCBI homepage is designed for multiple purposes across the NCBI system.
7. How do I create and manage my SciENcv documents?

For new users who have not previously created documents in SciENcv, there will be a "Click here to create a new CV" link in the SciENcv portlet to create a profile.

Returning SciENcv users will see links in the SciENcv portlet to their previously created documents, including biographical sketches. To work on an existing document, you can click on the document name listed in the SciENcv portlet or select the “Manage SciENcv” button.
8. Do I go to the same module to create both my biographical sketch and my current and pending support documents?

Yes, users create and manage their biographical sketch and current and pending support documents in the same "Manage SciENcv" section of the application.

After clicking "Manage SciENcv," users will be able to click "Create New Document" to prepare either a new NSF Biographical Sketch or Current and Pending Support document.

You will then be asked to select which document type you are creating. Be sure to select the appropriate document type (i.e., NSF Biosketch or NSF Current and Pending Support), as the "NIH Biosketch" is selected as the default. Users can also select a previously created document to modify.

9. Can I delegate access to someone assisting me with proposal preparation?
Yes. Any My NCBI account holder can set up one or more delegates for their My NCBI account. Once a delegate has accepted their invitation, the delegate(s) has the ability to view, edit, and create profiles in the original account holder's SciENcv, as well as edit the account holder's My Bibliography information.

**IF YOU WOULD LIKE TO SEND A DELEGATE REQUEST:**
1. Log in to your My NCBI account
2. Select your username in the top-right corner of the screen to access the Account Settings page
3. Under “Delegates,” select “Add a delegate”
4. Enter your delegate's email address and select "OK"

**IF YOU WOULD LIKE TO ACCEPT A DELEGATE REQUEST:**
1. Log in to your My NCBI account
2. Check your email for the delegate request. If you haven't received the requested email, be sure to check your spam folder – the email comes from myncbi@ncbi.nlm.nih.gov.
3. Use the link in the delegate request email to accept and confirm the delegation

**IF YOU WOULD LIKE TO SEE IF A DELEGATE HAS ACCEPTED YOUR REQUEST:**
1. Log in to your My NCBI account
2. Select your username in the top-right corner of the screen to access the Account Settings page
3. If you have sent one or more delegate requests, you will see a table in the Delegates section:

![Delegates Table](image1)

This delegation request has not been accepted as indicated by the "Awaiting confirmation" status. Refer your delegate to the instructions on how to accept a delegate request.

![Delegates Table](image2)

This request has now been accepted and the "Awaiting confirmation" status is removed.
TO CONTROL WHAT YOUR DELEGATE HAS ACCESS TO:
1. Log in to your My NCBI account
2. Select your username in the top-right corner of the screen to access the Account Settings page
3. You can use the table in the delegates section to control what your delegates can access.
4. If you have checked the “My Bibliography” box, your delegate will have the ability to view and make changes to your My Bibliography and Other Citations collections. If you have checked the “SciENcv” box, your delegate will be able to create, view, and change your SciENcv products.

***Note that the Public or Private settings on the My Bibliography or SciENcv screens do not affect your delegate’s ability to view and make changes to these resources. Should you wish to remove a delegate, use the red “X”. Should you wish to give delegate access to only one resource, use the checkboxes as appropriate.***

TO ACCESS YOUR DELEGATOR’S SCIENCv:
1. Log in to your My NCBI account
2. If you have been granted access to your delegator’s My Bibliography and Other Citations collections, you will see those items listed in your collections list:

3. If you have been granted access to your delegator’s SciENcv, you will be able to access it from your SciENcv portlet:
10. What do I do after generating a PDF document in SciENcv?

After a PDF file is generated in SciENcv, users can rename the generated file but must not export it to avoid corrupting the file's compliance data. Follow these steps to rename the file if there is not a "save" or "save as" option for the SciENcv-generated PDF file:

- Close the PDF file
- Right-click on the file to rename it
- Upload the PDF via Research.gov or Grants.gov

11. What should I do if I see an invalid signature notification banner when I view my proposal in Adobe Acrobat?

NSF does not currently require a digital signature on the biographical sketch and current and pending support documents. The notification banner does not prevent proposal submission or review, and no action is required by proposers.

12. What should I do if I need to use special characters, but the system does not recognize these characters?

If your special characters such as Greek characters are rejected, you can spell out the character (e.g., type "omega" instead of "Ω").

13. What training resources are available to guide users on how to use SciENcv?

SciENcv has created the following materials to guide NSF users through the preparation of the NSF documents available in SciENcv:

- NSF Biographical Sketch Video Tutorial: https://youtu.be/hOzltEU0HXw
Biographical Sketch Questions

1. Can I reorder the product citations in my biographical sketch?

Users can reorder their products as desired by dragging and dropping the citations. The generated PDF will reflect the order displayed on the screen.

2. The publication citations I imported into my SciENcv biographical sketch caused my document to be more than three pages. What options do I have to generate a compliant document?

Individuals importing publication citations to populate the products sections of the biographical sketch have the option of manually editing these citations to list one or more of the authors and then "et al." in lieu of including the complete listing of authors' names. To complete this action, go to the 'My Bibliography' page and click the 'Edit' button next to the manually entered citation.

NSF instructions for the biographical sketch, including citation guidance, are available in PAPPG Chapter.
Can I reorder the appointments in my biographical sketch?

Professional preparation and appointments must be provided, in reverse chronological order by the start date of all the individual's academic, professional, or institutional appointments, beginning with the current appointment. See PAPPG Chapter II.C.2.f(i)(b) for complete information.

Users with overlapping or concurrent appointments may need to manually reorder their professional preparation entries by accessing the appointment that should be listed as the current/recent appointment and checking the 'Use this entry as the position title and current employment' checkbox. The generated PDF will reflect the order displayed on the screen.

3. Will non-compliant biographical sketch documents receive an error message in Research.gov and Grants.gov?

Yes. Biographical sketch documents are tagged with identifiers indicating they were prepared using the current version of an NSF-approved format. Biographical sketch documents not uploaded in an NSF-approved format trigger a compliance error message that will prevent document upload in Research.gov and Grants.gov.

4. How do I determine the SciENcv biographical sketch PDF version?


5. Does SciENcv allow a biographical sketch to be generated that is greater than the number of pages NSF permits?
Yes. SciENcv will allow you to generate a biographical sketch PDF that is greater than three pages permitted. However, a warning message will display notifying you when your biographical sketch exceeds the maximum number of pages permitted for upload in Research.gov or Grants.gov. If an upload of a biographical sketch file greater than the maximum number of pages is attempted, an error will display and document upload is prevented. The screenshot below shows the error message that will be generated by SciENcv if the biographical sketch is greater than three pages.

Current and Pending Support Questions

1. In the current and pending support section, I am unable to enter "0" as a value in the "Person-Months Committed" field for one of my entries. How should I proceed?

   Individuals should only include projects to which they are committing time/person months. Please remove this entry from your current and pending support documentation and re-generate your PDF document so your proposal contains the accurate support information. For additional information, see the NSF-issued set of FAQs on Current and Pending Support.

2. In the current and pending support section, how should I document the "Person-Month(s) or (Partial Person-Months) Per Year Committed to the Project" for sources of support/in-kind contributions that operate on a fiscal year calendar?

   Proposers should enter the latter of the two years in the "Year" field.

   For example, if your fiscal year is September 2019 through August 2020, you would enter “2020” for the year and include the corresponding person-months for the “year” time period as defined and used by your organization in proposals submitted to NSF. In the example above, “year” has been defined by the organization as their fiscal year.

3. If current and pending support information is prepared in SciENcv, will the information automatically link to NSF systems?

   No, proposers must submit the current and pending support information to NSF after it is prepared in SciENcv. SciENcv will produce an NSF-compliant PDF version of the current and pending support information. Proposers will then have to save this document and submit it as part of their proposals via Research.gov or Grants.gov.
4. Will SciENcv paginate the current and pending support document?

Yes. SciENcv will insert pagination in the lower left corner of the current and pending support document.

5. Will non-compliant current and pending support documents receive an error message on Research.gov and Grants.gov?

Yes. Current and pending support documents are tagged with identifiers indicating they were prepared using the current version of an NSF-approved format. Current and pending support documents not uploaded in an NSF-approved format trigger a compliance error message that will prevent document upload in Research.gov and Grants.gov.

6. How do I determine the SciENcv current and pending support PDF version?

Helpful Links

The budget is reviewed by all the departments and colleges that are involved in the award and each one must approve it.

Internal Grant System (Samanage)
All requests to OSP for proposal and award assistance should be initiated through the Service Request Portal in Samanage (https://osp.samanage.com/login). Anyone can start this ticket. All faculty and departmental users should request access to Samanage (https://www.osp.msstate.edu/servicerequestportal/).

Cayuse Profile Request
You must have a Cayuse Profile in order to apply for federal funding opportunities through grants.gov. This account is created by OSP (https://www.osp.msstate.edu/sites/www.osp.msstate.edu/files/2020-10/Cayuse_Profile_Request.pdf). Please note: do not use Google Chrome. Edge and Firefox will work but you will have to click “more information” or “advanced” and then accept the risk. Browsers read as a risky website but there is no security risk.

Research.gov
You must have a research.gov account in order to apply for many federal grants. You can create one by clicking the link above and you can access registration instructions here.

Quick Facts
OSP has compiled general information you may need in writing your grant proposal. It contains information such as the University DUNS Number, EIN, Fringe rates, F&A or indirect rates, etc… https://www.osp.msstate.edu/sites/www.osp.msstate.edu/files/2022-01/Quick%20Facts%201.7.22%20w%20Links.pdf

Information on F&A Rates
Facilities & Administrative (F&A) Rates are also known as Overhead or Indirect Costs. By definition, these costs are “incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.” (https://www.controller.msstate.edu/cas/casex/facilities.php)

Internal Approval Sheet
How to Tell Them Apart Subaward, Subcontract, Consultant or a Vendor

Areas Administered by Office of Sponsored Projects

Subaward- Typically the agreement to an eligible subrecipient made under a grant or cooperative agreement to carry out a research project

- Involved in a significant portion of the scope of work of the MSU sponsored project
- Has responsibility for programmatic decision making;
- Uses the funds to carry out a program within the organization as compared to providing goods or services for a program;
- Is responsible for adhering to applicable program compliance requirements (i.e., OMB Circulars, agency regulations, etc.); and
- Subawardee’s PI may be a co-author on publications or may seek patent protection for inventions.

*Subcontract is the term used to refer to a subagreement when the prime award is a contract. A subaward may be another term used for a subcontract

Vendor – A dealer distributor, merchant, or other seller providing goods or services that are required for the conduct of a research program

- Provides the goods or services within normal business operations;
- Provides similar goods or services to many different purchasers;
- Operates in a competitive environment;
- Provides goods or services that are ancillary to the operation of the research project; and
- Are not subject to monitoring or reporting requirements of the prime award

Consultant- Categorized as a vendor-type relationship. An individual or company retained to provide professional advice or services on a project for a fee.

- A company or an individual who is clearly a bona fide consultant;
- An expert advisor who pursues this line of business for him/herself
- Are paid for their time at a daily or hourly fixed rate.
• A consultant is considered a “work for hire” thus all intellectual property and copyrightable information is assigned to MSU.

• Usually short term

• RFP sometimes dictate amount that can be charged
Quick Facts from OSP

Please check check for updated rates; these rates are current for 2022

<table>
<thead>
<tr>
<th>Office of Sponsored Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Facts for Proposals and Sponsored Agreements</td>
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<table>
<thead>
<tr>
<th>Administrative</th>
<th>Fiscal</th>
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<td>Office of Sponsored Projects</td>
<td>Sponsored Programs Accounting</td>
</tr>
<tr>
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<td>433 McArthur Hall, 245 Barr Avenue</td>
</tr>
<tr>
<td>Mississippi State, MS 39762</td>
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<table>
<thead>
<tr>
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<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box 6156</td>
<td>PO Box 5227</td>
</tr>
<tr>
<td>Mississippi State, MS 39762</td>
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<table>
<thead>
<tr>
<th>Campus Mail</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td># 59322</td>
<td>(662) 325-1957</td>
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<table>
<thead>
<tr>
<th>Fax Number</th>
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</thead>
<tbody>
<tr>
<td>(662) 325-8594</td>
<td><a href="mailto:admin@osp.msstate.edu">admin@osp.msstate.edu</a></td>
<td><a href="http://www.osp.msstate.edu">www.osp.msstate.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Signature for Proposals &amp; Agreements</th>
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<tbody>
<tr>
<td>Kevin Enroth, Director of OSP</td>
</tr>
<tr>
<td><a href="mailto:ser@osp.msstate.edu">ser@osp.msstate.edu</a></td>
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<td>University Fiscal Year</td>
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<tr>
<td>Dun and Bradstreet Number</td>
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<td>North American Industry Classification System (NAICS)</td>
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<td>Commercial and Governmental Entity (CAGE) Code</td>
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<td>AAALAC International Accreditation Approval Date</td>
</tr>
<tr>
<td>NIH office for Laboratory Animal Welfare</td>
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<tr>
<td>Human Subjects Approval Number</td>
</tr>
<tr>
<td>Cognizant Audit Agency</td>
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<tr>
<td>University’s A-133 Audit</td>
</tr>
<tr>
<td>Congressional Districts</td>
</tr>
<tr>
<td>E-Verify</td>
</tr>
<tr>
<td>System of Award Management (SAM) <a href="http://www.sam.gov">www.sam.gov</a></td>
</tr>
<tr>
<td>Automated Standard Application for Payments (ASAP)</td>
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<tr>
<td>Standard Industrial Code</td>
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<tr>
<td>Mileage Reimbursement</td>
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<tr>
<td>$0.57/mile, $1.47/mile if state owned vehicle</td>
</tr>
<tr>
<td><a href="http://www.travel.msstate.edu/mem/index.php">www.travel.msstate.edu/mem/index.php</a></td>
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<tr>
<td>Faculty/Staff</td>
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<td></td>
</tr>
<tr>
<td>Retiree</td>
</tr>
<tr>
<td>Intermittent Employee</td>
</tr>
<tr>
<td>Student of Grad Assistant</td>
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<tr>
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<th>Graduate Student Tuition and Insurance</th>
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<tr>
<td>Estimated 5% for the following years for tuition and insurance</td>
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<tr>
<td>FY 2020</td>
</tr>
<tr>
<td>FY 2021</td>
</tr>
<tr>
<td>FY 2022</td>
</tr>
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<td>FY 2023</td>
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<tr>
<td>FY 2024</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F&amp;A Rates As of 8/23/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research On Campus</td>
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<tr>
<td>Research Off Campus</td>
</tr>
<tr>
<td>Instruction On Campus</td>
</tr>
<tr>
<td>Instruction Off Campus</td>
</tr>
<tr>
<td>Other Sponsored Activities On Campus</td>
</tr>
<tr>
<td>Other Sponsored Activities Off Campus</td>
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<tr>
<td>IPAs</td>
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<table>
<thead>
<tr>
<th>Rate Agreement May 3, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHS Representative, Steven Zunz (301) 492-4665</td>
</tr>
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<table>
<thead>
<tr>
<th>Current as of August 25, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
</tr>
</tbody>
</table>

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NSF Tips

Personnel

• Unpaid collaborators from MSU are not listed on the cover page or the budget in Research.gov. They should be listed and the role explained in the Facilities & Other Resources document.

Subcontracts

• When subs fill out their C&Ps, they should only put the total of their request – not the total of the entire project. We will put the total of the entire project on our C&Ps.

Templates and Guides

• Below are a few helpful links for NSF-specific documents that will aid you in the application process. For help with other agencies, please contact Teresa Bryan-Watts, bryan-watts@bagley.msstate.edu

• Submission Checklist
• NSF-Approved Formats for Current and Pending Support
• Collaboration Letter Template
• Data Management Plan Sample
• Postdoctoral Mentoring Plan Sample
• Facilities, Equipment and Other Resources Template
• Collaborators & Other Affiliations Information Instructions
• Proposal & Award Policies and Procedures
• NSF FAQs
Registration
Go to Research.gov.
Click “register” at the top of the screen.
Complete the “Account Registration” page
You can now preview your registration information.

Preview Account Registration

Review your information for accuracy.

Prefix: Dr.
First Name: John
Middle Name/Initial:
Last Name: Doe
Suffix: Jr.
Alternate Name(s): Johnny Doe
Primary Email: johndoe@testemail.com
Secondary Email: john@doe.net
ORCID iD: 
Phone Number: (123) 456-7890
Extension: 2
Gender: Do not wish to provide
Race: Do not wish to provide
Ethnicity: Do not wish to provide
Disability: Do not wish to provide

Submit  Edit
You will now see the confirmation page.

**Add a New Role**

Remember:
You do not need a separate account if you move to a new organization.

Sign in to Research.gov by entering in your NSF ID and password.

Click “my profile” at the top right of the screen

Choose “Add a New Role” from the left side bar.
Next, click “Add Investigator or Authorized User Role”.
You will select the first option.

You will search using “NTXJM52SHKS7” as MSU’s UEI.
Verify the information.
Select the role for Principal Investigator.
Review your information and click “submit”.

Add a New Role to Prepare Proposals and Manage Awards

Review

Your Contact Details
Organization Name: Mississippi State University
SAM Legal Business Name: MISSISSIPPI STATE UNIVERSITY
Role: Principal Investigator / co-Principal Investigator
Work Email: bryan.watts@bagley.msstate.edu
Work Phone Number: (662) 325-5751

Your Degree Information
Degree Type: MPA - Master of Public Administration
Degree Year: 2012

Your Work Address
Country: United States
Street Address: 260 McCain Hall
Street Address (Line 2): 
Department Name: Bagley College of Engineering
City: Mississippi State
State: Mississippi
Postal Code: 33962

Submit
Be sure you see the submission page.

**Add a New Role to Prepare Proposals and Manage Awards**

- Success - your request has been forwarded to the organization contact(s) below. Check the status of this request on the View My Roles page.

<table>
<thead>
<tr>
<th>Organization Contact(s)</th>
<th>Organization Contact Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANILE, IAN</td>
<td>Administrator</td>
</tr>
<tr>
<td>BRIGGS, VICTOR</td>
<td>SAM POC</td>
</tr>
<tr>
<td>HALE MORRIS, SHIRLEE K</td>
<td>SAM POC</td>
</tr>
<tr>
<td>MORRIS, SHIRLEE K</td>
<td>SAM POC</td>
</tr>
</tbody>
</table>

Continue to My Profile

Add Additional Roles

You should have an approval from OSP within hours. If you have not been notified of approval or the reason you were denied, you should call OSP at 5-7404
Managing Personnel and Subaward Organizations

This section will allow you to add additional investigators, senior personnel, Institutions, and add any authorized user that may be needed (departmental contacts, BCoE and OSP).

You may find that you need to add MSU or outside personnel to your project and you will need to choose this box on the left-hand side.

It is important to remember you can add all personnel here, even those that will not have effort on the project.
You have two functions on this page:

1) Manage the MSU Personnel- add, delete, or change role
2) Add a Subaward Organization

### Manage Personnel and Subaward Organizations

**Prime Organization**

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Unique Entity Identifier (UEI)</th>
<th>Principal Investigator</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mississippi State University</td>
<td>NTXJ5M52SHK87</td>
<td>Teresa M Bryan-Watts</td>
<td>245 BARR AVE</td>
<td>Manage Personnel</td>
</tr>
</tbody>
</table>

**Subaward Organization(s)**

No Subaward Organizations have been added. Once an organization is added, the personnel for this organization can be specified.
3) From here you can add investigators, personnel, and authorized users by selecting the outlined buttons.

All of the buttons mentioned above will produce a window like this one. You can search by NSF ID number or the email of the user you wish to add.
2) If you add a subaward, you will be taken to this page where you can search for the organization and select. This will add the institution to the proposal.
From here, you can Manage Personnel from both organizations and also add as many additional Subaward Organizations as needed.

# Manage Personnel and Subaward Organizations

The table below lists the organizations and their corresponding information. You can manage personnel and subaward organizations by clicking on the respective buttons.

<table>
<thead>
<tr>
<th>Prime Organization</th>
<th>Unique Entity Identifier (UEI)</th>
<th>Principal Investigator</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mississippi State University</td>
<td>NTXJM52SHKS7</td>
<td>Teresa M Bryan-Watts</td>
<td>245 BARR AVE MCARTHUR HALL MISSISSIPPI STATE, MS 39762- US</td>
<td>Manage Personnel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subaward Organization(s)</th>
<th>Add Subaward Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard University</td>
<td>Manage Subaward Personnel Delete Subaward Organization</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Unique Entity Identifier (UEI)</th>
<th>Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard University</td>
<td>LN59LCFJFL45</td>
<td>1033 MASSACHUSETTS AVE 5TH FL CAMBRIDGE, MA 02136-5369 US</td>
<td>Manage Subaward Personnel Delete Subaward Organization</td>
</tr>
</tbody>
</table>
Proposal Origination
Log in to your research.gov account.
Find the “Prepare New” section.
Find the item in the down menu that applies.
Choose your organization. If you have affiliated with MSU previously, it should default here. If this is the first time you have applied while at MSU, please see the account set-up guide.

Select Organization for New Proposal

You have multiple organizations associated with your profile. Please choose the one you would like to associate with your new proposal.

Organizations

- Mississippi State University

Note: The Cover Sheet will automatically default to this organization, but can be updated later. This organization will also be associated with the Principal Investigator shown on Manage Personnel and Subaward Organizations and Senior Personnel Documents, and display on Budget and Budget Justification.

Select and Continue

Cancel
You now will need to choose which opportunity you wish to apply. These should be numbered.
Select the options that apply to your project that are applicable to the opportunity.
Confirm your selections.

Saved Selections

Select your directorate, associated division and program on the left. Place selections in the order of importance.

1. Direct For Computer & Info Scie & Enginn (CSE), Division of Computing and Communication (CCF), CIF21-IGERT
Select the type of proposal.

Determine if this proposal will be single or collaborative.
Type your Title for the proposal.
This is what your main screen for submission will look like. From here, you will add documents/information into various sections. Please see guide for budget building for detailed instruction on entering your budget.
Budget

BCoE Budget template can be downloaded at: [https://www.bagley.msstate.edu/wp-content/uploads/FY22_Budget_Template_v22.1.3.xlsm](https://www.bagley.msstate.edu/wp-content/uploads/FY22_Budget_Template_v22.1.3.xlsm)

After you have logged in and chosen a work in progress, you will see this “Proposal Sections” block in the center of the page.

All of these documents in the “Required” section must be complete before submission. You will also notice a block of “Optional” items you can upload if needed.

The Budget section is the only section that will require you to type the information directly into a form.

To begin, click on “Budget”.

<table>
<thead>
<tr>
<th>Proposal Sections</th>
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<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>Cover Sheet</td>
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<td>Form not checked</td>
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<tr>
<td>Project Summary</td>
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<tr>
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<td>Facilities, Equipment and Other Resources</td>
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<td>Document unavailable for check</td>
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</tr>
<tr>
<td>Postdoctoral Mentoring Plan</td>
<td></td>
<td>Document unavailable for check</td>
</tr>
</tbody>
</table>

*Conditionally required*
You will find the “Prime” or MSU budget on top. It can be selected by clicking on “Mississippi State University”.

If you have included a subaward you will find the budget for that organization below that.

Note: you can give administrative access to a subaward organization to enter their budget.

Once you click on the organization name you will be taken to a long form.

For the purpose of this guide, this guide will be divided by sections.

One important feature is the “Add Year” and “Delete Year” buttons.
You can add the years in the beginning or as you go. One helpful feature is that once you have a year entered, you can add a duplicate of that year. If the budget does not vary or varies very little, it can save time to copy a year that has been entered.
In the Personnel Direct Cost section, you should see all of your senior personnel that you added under default here. You will have to convert your effort to months here. To do this you can use % Effort = Person Months ÷ (% appointment × term of appointment).

Under “B” for “Other Personnel”, this will be where you enter all students or administrative personnel. You will have the number of each type. For Post-docs and “other Professionals” you will also have to enter their months. Lastly, you will have the total funds to be paid for the year.

Total fringe for all personnel will be entered here.
The next section is for “Additional Direct Costs”. This will include Equipment, Travel, Participant Support Costs and Other Direct Costs. These can be entered as they are on the BCoE budget with 1 exception. If you have conference registration costs you will need to add that amount to your travel amount on the BCoE budget template for this for section “E” “Travel”.

If you have Subawards, their number will default here when their budget is entered.

“Other” is going to be the best place to add your GRA Tuition and GRA Insurance. You will need to add them together and put them here.
The last section is for Indirect Costs.

You will be using the current University rate (please confirm before entering). And the Modified Total Direct Cost (MTDC) which can be found and automatically calculated for you on the BCoE template, as seen here:

You will want to check your final numbers against your Excel budget; sometimes rounding will cause these to be a few cents off. To accommodate this, you can click in the box on the Excel BCoE budget and override the formula to manually enter the amount from the research.gov budget. It is important that these match.

If you add additional years you will see them at the top of the page.

*Remember if you have yearly salary increases you will need adjust salaries for copied additional years.
Cayuse Guidance

- Go to https://cas.its.msstate.edu/cas/login?service=https%3A%2F%2Fmsstate.cayuse424.com%2F

- Use your MSU Netid and password to log in. Use https://www.osp.msstate.edu/sites/www.osp.msstate.edu/files/2020-10/Cayuse_Profile_Request.pdf to request access.

- You will be required to then complete the DUO two-factor authentication

- You will see these options in the top, right corner
  - Select “Create Proposal”
• A pop-up box should appear
• Choose a type (for the purpose of these instructions we will choose grants.gov)

• Another pop-up box should appear
• This box will have all of the Grants.gov opportunities but you should be able to filter by the number or title
• The next pop-up will show the opportunity at the top and allow you to enter the name and choose the PI. If you do not see your name, you can contact OSP to add you to the system.
• For non Grants.gov proposals you will see this box first.
• From here you will have this pane on the right-hand side
• You will need to compete all the information/uploads in each section of this pane
• Please see below for budget instructions
- The budget form should be fairly self-explanatory but there are a few things to remember:
  - Any conference fees should be added to your travel total. These are not considered travel fees by MSU but will be for federal sponsors.
- If you have any questions about entering amounts into this budget, contact us!

![Budget Form Image]
• Click the Permissions link on the left side to add other to your review

Proposal Management

You may want to use this option to add business managers, Co-PIs, or BCoE staff to edit the proposal. OSP can always access, there is no need to add them.

Once you have completed all the sections of the form and you are ready to submit, you can notate in your ticket that you have completed the proposal in Cayuse and you are ready for OSP review. This will prompt the reviewer that has been assigned to you, to access the application in Cayuse, review and submit.
Compliance

Research Compliance at MSU includes:

- Animal Care and Use
  - Trina Smith - tsmith@orc.msstate.edu or 662-325-0994
  - Submit your protocol here make sure you select the IACUC tab

- Controlled Substances
  - Trina Smith - tsmith@orc.msstate.edu or 662-325-0994
  - Applicable SOPs and forms here

- Human Subjects
  - Nicole Cobb, HRPP Officer- ncobb@orc.msstate.edu or 662-325-5220
  - Submit your protocol for review here make sure you select the IRB tab

- COI
  - Alyssa McKinley- amckinley@orc.msstate.edu
  - Forms here

- RCR
  - Ethics Line here
  - Training here

- Biosafety
  - Training here
  - Forms, plan information, and incident reporting here

- Export Controls and Foreign Influence
  - Visiting Scholars
    - Must be must have an Official Visitor Agreement (OVA)
    - You can Find OVA information and Forms here
  - Restricted Party Screening (RPS)- The US Government restricts certain individuals, Business entities, organizations and governments from doing business with U.S. organizations like MSU. These parties are cited by various U.S. agencies on lists which are regularly updated. MSU uses a tool that checks this list for restricted institutions and persons. These screens are performed in many cases including for visitors, travel, shipping, foreign students and employees, intellectual or technology disclosure, material transfers and any other relationship MSU has with a foreign entity or individual.
    - If you believe you are engaged in activity that requires an RPS screening please contact Teresa Bryan-Watts in BCoE- bryan-watts@bagley.msstate.edu, 662-325-5751 or Compliance- 662-325-3294
Office of Sponsored Projects Review

OSP Research Administrator Review Priorities

MSU’s Office of Sponsored Projects (OSP) oversees external sponsored programs as the University's authorized signatory for grants, contracts, and other sponsored agreements. OSP coordinates interaction between the University, research faculty, and sponsors by providing services such as proposal review and endorsement, agreement negotiation, award acceptance and authorization, and limited post-award research administrative services.

With the implementation of the Three-Day Rule (Policy 70.01), it is OSP's intention to provide a very thorough and comprehensive review of all proposals and contracts. Each proposal submission is unique; OSP administrators must consider a hierarchy of regulatory compliance when reviewing a proposal for submission. Associate Director Tina Kinard described it best with an example, as she is the leading administrator for all USDA NIFA proposals. “I have a lot of steps to go through on each proposal. In addition to checking for accuracy and compliance with federal statutes and institutional policies, I have 3 sets of guidelines that apply to each proposal submission, the RFA (Request for Application), RFA additional information document, and the NIFA Grants.gov application guide.

Reviewing each of these guidelines along with the proposal allows me to make sure that the proposal is complete and in compliance with all the documents necessary for MSU to endorse and authorize for submission.”

This document provides an overview of each major “layer” of review and examples of what review items are typically relevant to each. Should you have any questions, please do not hesitate to call Kevin Enroth, OSP Director.

Federal/Statutory Authority Compliance

- Code of Federal Regulations (i.e. Uniform Guidance 2.CR 200, Accountability and Transparency Act, PL 106-107) [link]
- Office of Management and Budget (OMB) (federal budgeting processes, federal costing principles, Lobbying Disclosure, Equal Opportunity, Audit, updates)
- Arms (ITAR) related; international restrictions [link]

Agency-specific compliance

- Federal/statute - per agency mission and appropriations (any special limits, i.e., salary caps, Continuing Resolution policies)
- Standard Guidance (most current version)
- Any special guidance (i.e. unsolicited proposal policies, human-subjects, etc.)

Compliance with MSU (and State of MS/Institutions of Higher Learning -IHL) Policies
• State of MS/IHL (costing, i.e. travel; vendor/consultant sourcing allowed; procurement; indemnification)
• MSU (IRB, IACUC, Intellectual Property, safety/biohazards, any special legal terms); limited submission
• College (and dept., if applicable), correct salary and fringe; credit noted
• OSP (IAS finalized, cost share approved); portal ticket initiated correctly; subaward docs complete and correct; correct indirect cost rate

**Solicitation-specific Compliance**

• Version/Cycle (if applicable)
• Track (if applicable)
• Eligibility (organization/individual/limits/pre-submission requirements?)
• Performance period
• Structure, Format, and Type of Required Components (page limits, headers, organization, order, etc.)
• Supplemental Documents included and correctly prepared/uploaded
• Fiscal compliance with solicitation (Caps? Unallowables? Cost share?) and accuracy of figures
• Submission platform instructions followed

**What is the difference between credit and effort?**

Credit – The percentage of credit for all investigators must total 100%. The percentage of credit is used to capture sponsored project activity at the investigator level. In considering the percentage of credit to be allocated to each investigator, the following factors should be considered:

- The overall responsibility of each investigator for the activities included in the proposal.
- The expenses in the budget reserved for the activities of each investigator (student support, equipment, materials and supplies, etc).
- The effort to be expended by each investigator.

Effort – The amount of time, usually expressed as a percentage of the total, a faculty member or other employee spends on a project. Effort is certified and documented.
Guide: How to Edit Your IAS After It Has Been Printed

If you have an IAS that has minor changes that need to be made after signing or if you have a hand signature and need to submit digitally for additional signatures please use this guide to make necessary edits. You will need to make sure you have Adobe Acrobat installed on your machine. If you do not have the program or need support please contact Engr-Support@lists.msstate.edu. Please be advised Adobe Reader is not the same as Adobe Acrobat.

Edit a PDF That Has Already Been Signed or Scanned
If you have the PDF already scanned in from a scanner or you have already printed to PDF and is stagnant copy please skip this and next 2 steps.

Click on “File” and select “Print”.

![Print Menu in Adobe Acrobat Pro](image-url)
Choose “Adobe PDF” in the printer selection pull-down menu.

Click “Print”.

You should have a pop-up box for saving the new file. Click “Save”.

The new document should appear in a second tab or you can retrieve it from the location in which you saved.
On the new file, choose “Tools” at the top of the page and then select “Edit PDF” or just “Edit PDF” on the right side.

You should now see grey outlies on all of the sets of words on the page. You can now click inside the box you would like to edit and edit the text.
Add Back Form Properties or Signature Lines
Once you have access to the file on your computer you right click on the file.

Find the option “Edit with Adobe Acrobat”
Select “tools” at the top of the page.

Select “Prepare Form”.

![Screenshot of Adobe Acrobat Pro 2020 with the Tools tab selected and the Forms & Signatures window open with Prepare Form highlighted.](image)
You should now have a pop-up asking you what file you want to make a form. It should highlight the PDF you already have open but ensure you have a blue selection line and then click “Start”.

Adobe will automatically choose some spaces it identifies on the form and make several text boxes and other fields. You can delete these or ignore them.
Scroll down to the “Reviews and Approvals” section and find missing approval blanks.

To add a signature box, you will select the signature option at the top of the page. A blue box will appear. You will have to move this box to the space where you are missing a signature. You can resize the box as needed. You can repeat this process until you have all the missing signature boxes you will need.

Once complete, it should look like this, while maintaining any signatures by hand that were scanned in.

Please note: Anyone with a free Adobe Reader can add signatures to a PDF but only the Pro version can edit text and add boxes for signatures.
Workshops

For more information on workshops that may be helpful with research including Office or Research compliance and the Office of Research and Economic Development click here.

Library Workshops

Scheduled throughout the semester and taught by our knowledgeable faculty and staff. Click here.
Post-Award Management

**Grants Management**
PI works with business managers to ensure spending is on track and allowable. Business managers should provide monthly reports.

**Extension**
If needed, PI can work with OSP on getting project extensions. They will help submit a request to the sponsor for approval.

**Account Set-up**
PI works with SPA and OSP to ensure all documents are complete.

**Changes**
OSP and SPA can work with PI on revisions and submit to the sponsor if required.

**Closeout**
PI works with SPA to ensure all charges have been posted before the final invoice is submitted to the sponsor.

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**Modifications**

Please see the Sponsored Programs Accounting (SPA) Prior Approval Matrix to determine who should handle the revision. Depending on the modification, it can be handled internally or may need sponsor approval


**Things to Remember:**

- Final Financial Report will be submitted by Sponsored Programs Accounting (SPA)
- Final Technical Report will be submitted by the Principal Investigator by the due date
- Closeout preparation should begin weeks before your end date, final closeout is done by SPA.
- Records related to the award should be kept on file for 3 years from the end of the award.
- No Cost Extension will be submitted by OSP and will require a justification
- Change of PI will be submitted by OSP and will require a justification and information on salary changes
  - Modification Forms
Request for New Child Fund

Internal Transfer - Org/Dept/Div

Internal Change of PI Request

Request for Award Transfer (External)

Request for Award Termination

Cost Transfer Request

Budget Transfer Request

Interdepartmental Journal Voucher

Restricted Fund Budget Revision

A Note for Business Managers

- Notification of Award
  - When an award of a proposal is made the PI receives an email from SPA Accounting with the new fund number. The business manager is copied on the email.
  - When a PI submits a proposal through another department or research center you will not be copied on the award email. You will have to rely on the PI or the other department on letting you know about the award.

- Preliminary Awards
  - Submit through OSP portal
  - Used when confident that MSU will receive an award but the actual paperwork has not been completed. Make sure that Department Head approves this because if the award does not happen, the department is liable for any charges made on the fund.
  - Be sure of what the anticipated start date for the award will be so that all charges made to preliminary fund will be approved.

- Child Fund Award
  - If the child fund was noted on the original proposal and a budget for the child fund was included then OSP will setup the child fund when the award is made.
  - If not included on the IAS, then complete the Request for New Child Fund form found on OSP website and submit through portal.
• No Cost Extension
  o Extend the Period of Performance of a Project
  o Submit request through portal.
  o PI will need to provide the justification for the request.
  o Should start request 2-3 months before end of project
  o OSP makes the request to the sponsor and notifies SPA Accounting. You can continue to make charges to the project past the end date while waiting on reply but it is risky. Usually the PI has communicated directly with the sponsor and knows that the NCE will be approved
  o Sometimes SPA Accounting gets left out of the loop so it does not hurt to touch base with them if making changes after the end date of the project.

• Budget Revision Request
  o Budget revisions depend on the type of award (fixed, cost reimbursable) and the sponsor. Some allow revisions without approval or a revision up to a certain amount without approval while others require approval.
  o Use the Restricted Fund Budget Revision Request form found on OSP Accounting’s web page and submit through the portal.
  o If it is approved, SPA Accounting will update Banner

• Departmental Responsibilities during the award
  o Direct Charge Expenses to the Appropriate Fund
  o Run Ledgers and Reconcile ALL FUNDS EVERY MONTH (61.01)
  o Monitor Effort Charged on all Funds
  o Charge & Cover Expenses for all Cost Share Obligations in a timely manner
  o Submit Confirmation of Effort Reports by the Specified Due Dates
  o Revise Budgets as needed (Sponsor Approval May be Required)
  o Provide supporting documentation to SPA as requested
  o Understand how to read a ledger
  o Understand how to use transfer codes correctly
  o Understand how to calculate Indirect Cost
  o Understand how to read a closeout
  o Communicate Pertinent Information about Funds to your SPA Accountant

✓ All Restricted Fund Departmental Journal Vouchers must be Keyed with Journal Type FT04 for Proper Approval Routing
✓ Prevent the need for Cost Transfers by Direct Charging expenses to the correct fund (i.e., Reduces Audit Risk & Administrative Burden for all of Us)
✓ Scan and email a copy of the JV and proper supporting documentation to spaccounting@controller.msstate.edu **DO NOT SEND DIRECTLY TO SPA ACCOUNTANT**

• NSF QUEUE –Insufficient Funds
  Reasons
  o No line item budget
  o Line item budget overspent
  o Incorrect Org and/or Prog keyed
  o SPA will request budget revisions as needed
  o Be proactive in managing your budgets to keep entries out of NSF status
  o The NSF Queue is monitored daily. We strive to address all NSF entries within a 24 hour time period.
  o SPA Grad Assistant is responsible for the NSF Queue with SPA Accountant Oversight

• Invoicing
  o Provide supporting documentation when requested to spadocuments@controller.msstate.edu
  o Confirm PI reports have been sent and provide copies when requested
- Access and use scanned copy of invoice from Xtender during reconciliation
- Communicate any relevant information with SPA Accountant

**Fund Reconciliation**
- Close at 8am on the 4th Business Day of the Following Month
- Refer to MSU Policy 61.01 at policies.msstate.edu for More Information
- This Responsibility Should include PI involvement

**USEFUL BANNER FORMS & REPORTS**
- FWREXDP –Detail Ledger Report
- NWRSALD –Salary Detail Report
- FGITRND –Detail Transaction Activity (Exporting Available)
- FGIBAVL –Budget Availability Status
- FGITBAL –General Ledger Trial Balance
- FGIDOCR –Document Retrieval Inquiry (Xtender Access)

**Close Outs**
- SPA Accounting will contact you 90 days prior to end date.
- Certification of Expenditures is used for Fixed Price Contracts
- Complete JLRFs to ensure no salaries post after term
- Complete any needed cost transfer
- Ensure all supplies have been ordered
- Ensure cost share obligation has been met and covered
- Print out the last banner report for the fund
  - fill in the blanks on the form.
  - If written justification is required, the PI should provide that.
  - Get signatures and send to Dean’s Office for their signature.

**Close Out Form is used for Cost Reimbursable Contracts**
- SPA Accounting will send the form to you by email with it filled in as completely as they can.
- If changes are needed, document and make the changes on the form and send back to SPA.
- If a project, either fixed or cost reimbursable, had a subcontract on the project, then the PI is required to complete the Subrecipient Monitoring Record form found on OSP website. This form needs to be completed and submitted with the closeout.