Research Administration Handbook

Table of Contents

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 Manger 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
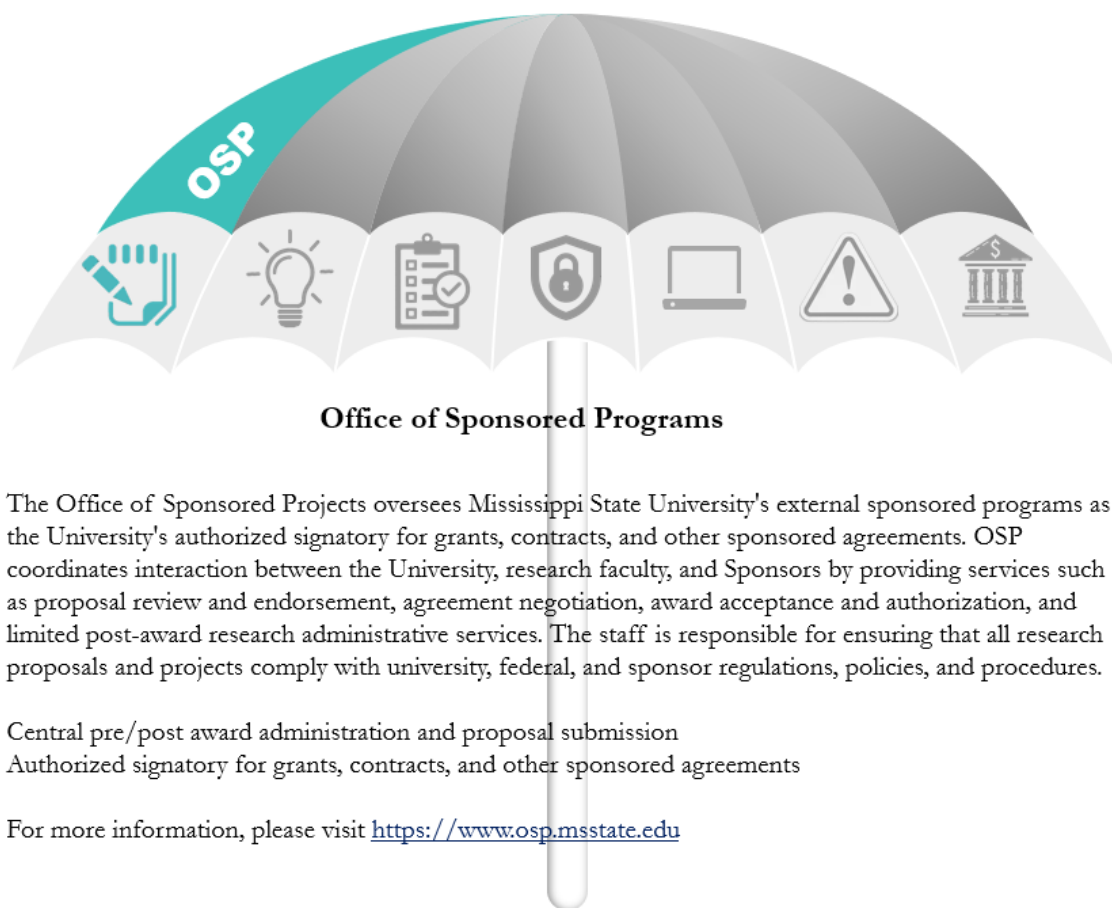
Office of Sponsored Programs

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 re-submission;
- 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
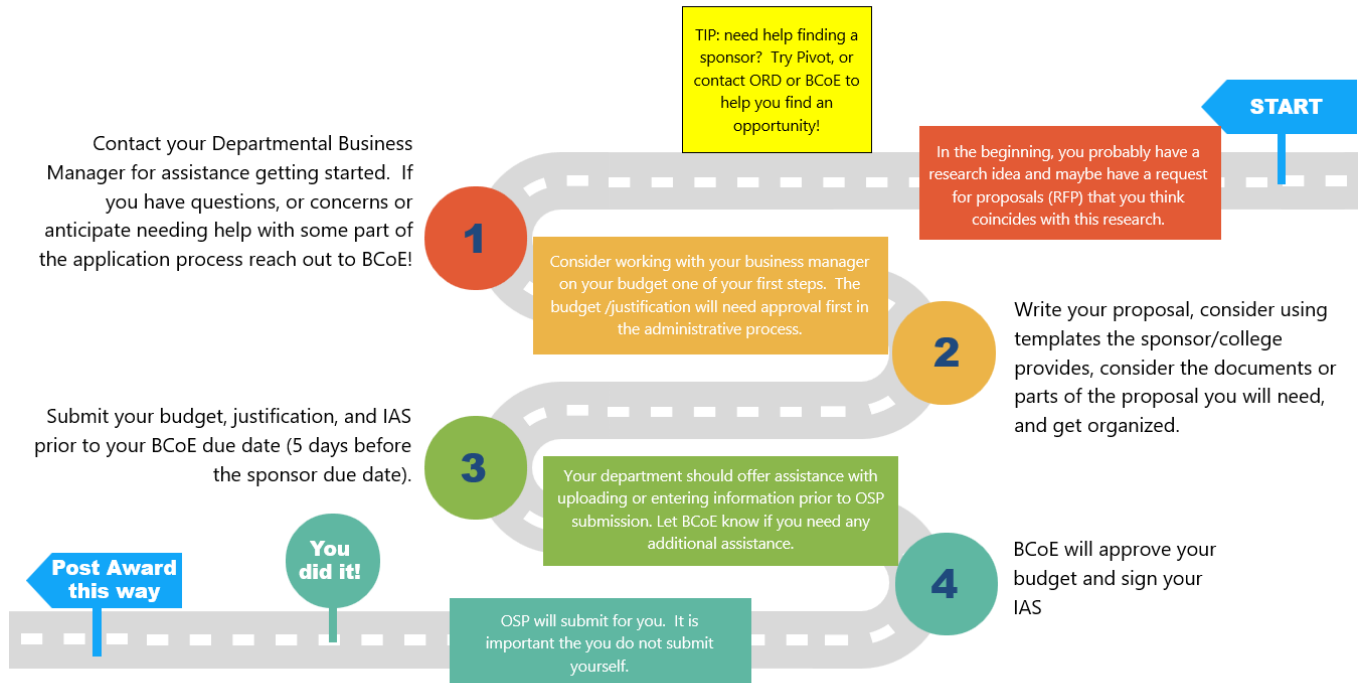
Private

- 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

TIP: need help finding a sponsor? Try Pivot, or contact ORD or BCoE to help you find an opportunity!

START

In the beginning, you probably have a research idea and maybe have a request for proposals (RFP) that you think coincides with this research.

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!

1

Consider working with your business manager on your budget one of your first steps. The budget /justification will need approval first in the administrative process.

Write your proposal, consider using templates the sponsor/college provides, consider the documents or parts of the proposal you will need, and get organized.

2

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

3

Your department should offer assistance with uploading or entering information prior to OSP submission. Let BCoE know if you need any additional assistance.

BCoE will approve your budget and sign your IAS

4

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

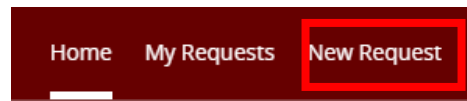MISSISSIPPI STATE UNIVERSITY
OFFICE OF SPONSORED PROJECTS

businessaffairs@bagley.msstate.edu

••••••••••

Forgot your password

Sign 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"

NEW REQUEST
All Services
5 Items

Popular ▼

Proposal Submission Request
Proposals · Office of Sponsored Projects · Office of Sponsored Projects

Award Modification Request
Award/Contract · Office of Sponsored Projects · Office of Sponsored Projects

Award/Contract Review
Award/Contract · Office of Sponsored Projects · Office of Sponsored Projects

Subaward Creation/Modification
Subawards · Office of Sponsored Projects · Office of Sponsored Projects

Review of a Non-Financial Agreement/Other Request
Non-Financial Agreements · Office of Sponsored Projects · Office of Sponsored Projects

Displaying all 5

- 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**

Requester *

EN ENGR-BusinessAffairs ▼

CC

Limited Submission? *

Select ▼

Departmental Contact

Proposal Review Process

Primary Investigator

- You are responsible for reviewing all components of the proposal including the budget
- Ensuring you have initiated the creation of the IAS so it can be completed in time.
- Providing introductions between your Co-PIs in other departments/ institutions and your business manager so that they may coordinate with primary award recipient, subaward recipients, and CO-Pis for needed information, forms, and signatures
- Ensuring all documents are completed by the BCoE deadline
- Ensuring all of the parts of your proposal are in Samanage or in the sponsors portal by the OSP deadline

BCoE

- Reviews your Budget and justification prior to your OSP due date
- Signs the IAS prior to your OSP deadline
- Offers additional support to the department as needed

OSP

- Reviews RFP
- Ensures proposal package is complete prior to the sponsor's due date
- Submits proposal package

PI(s) Department

- Reviews RFP and places ticket in Samanage
- Originates Budget/justification for review
- Begins the IAS and routes it for signatures
- Coordinate with stakeholders outside of the department

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 budge.

- 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:

	100% Tuition/Fee Rate GTA and GRA
FY 2024	$1,074/month
FY 2025	$1,128/month
FY 2026	$1,184/month
FY 2027	$1,243/month
FY 2028	$1,305/month

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.

	FY Rates
FY 2024	$143/month
FY 2025	$150/month
FY 2026	$158/month
FY 2027	$166/month
FY 2028	$174/month

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

Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months
1%	0.12	21%	2.52	41%	4.92	61%	7.32	81%	9.72
2%	0.24	22%	2.64	42%	5.04	62%	7.44	82%	9.84
3%	0.36	23%	2.76	43%	5.16	63%	7.56	83%	9.96
4%	0.48	24%	2.88	44%	5.28	64%	7.68	84%	10.08
5%	0.60	25%	3.00	45%	5.40	65%	7.80	85%	10.20
6%	0.72	26%	3.12	46%	5.52	66%	7.92	86%	10.32
7%	0.84	27%	3.24	47%	5.64	67%	8.04	87%	10.44
8%	0.96	28%	3.36	48%	5.76	68%	8.16	88%	10.56
9%	1.08	29%	3.48	49%	5.88	69%	8.28	89%	10.68
10%	1.20	30%	3.60	50%	6.00	70%	8.40	90%	10.80
11%	1.32	31%	3.72	51%	6.12	71%	8.52	91%	10.92
12%	1.44	32%	3.84	52%	6.24	72%	8.64	92%	11.04
13%	1.56	33%	3.96	53%	6.36	73%	8.76	93%	11.16
14%	1.68	34%	4.08	54%	6.48	74%	8.88	94%	11.28
15%	1.80	35%	4.20	55%	6.60	75%	9.00	95%	11.40
16%	1.92	36%	4.32	56%	6.72	76%	9.12	96%	11.52
17%	2.04	37%	4.44	57%	6.84	77%	9.24	97%	11.64
18%	2.16	38%	4.56	58%	6.96	78%	9.36	98%	11.76
19%	2.28	39%	4.68	59%	7.08	79%	9.48	99%	11.88
20%	2.40	40%	4.80	60%	7.20	80%	9.60	100%	12.00

Person Months = % Effort x term of appointment

Twelve Month Calendar Year

Calendar Months to Percent Effort

Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort
0.1	1%	2.1	18%	4.1	34%	6.1	51%	8.1	68%	10.1	84%
0.2	2%	2.2	19%	4.2	35%	6.2	52%	8.2	68%	10.2	85%
0.3	3%	2.3	19%	4.3	36%	6.3	53%	8.3	69%	10.3	86%
0.4	4%	2.4	20%	4.4	37%	6.4	53%	8.4	70%	10.4	87%
0.5	4%	2.5	21%	4.5	38%	6.5	54%	8.5	71%	10.5	88%
0.6	5%	2.6	22%	4.6	39%	6.6	55%	8.6	72%	10.6	88%
0.7	6%	2.7	23%	4.7	39%	6.7	56%	8.7	73%	10.7	89%
0.8	7%	2.8	24%	4.8	40%	6.8	57%	8.8	73%	10.8	90%
0.9	8%	2.9	24%	4.9	41%	6.9	58%	8.9	74%	10.9	91%
1	9%	3	25%	5	42%	7	58%	9	75%	11	92%
1.1	9%	3.1	26%	5.1	43%	7.1	59%	9.1	76%	11.1	93%
1.2	10%	3.2	27%	5.2	44%	7.2	60%	9.2	77%	11.2	93%
1.3	11%	3.3	28%	5.3	44%	7.3	61%	9.3	78%	11.3	94%
1.4	12%	3.4	29%	5.4	45%	7.4	62%	9.4	78%	11.4	95%
1.5	13%	3.5	29%	5.5	46%	7.5	63%	9.5	79%	11.5	96%
1.6	14%	3.6	30%	5.6	47%	7.6	63%	9.6	80%	11.6	97%
1.7	14%	3.7	31%	5.7	48%	7.7	64%	9.7	81%	11.7	98%
1.8	15%	3.8	32%	5.8	49%	7.8	65%	9.8	82%	11.8	98%
1.9	16%	3.9	33%	5.9	49%	7.9	66%	9.9	83%	11.9	99%
2	17%	4	34%	6	50%	8	67%	10	83%	12	100%

% Effort = Person Months ÷ term of appointment

Nine Month Academic Year

Percent Effort to 9 Academic Months

Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months
1%	0.09	21%	1.89	41%	3.69	61%	5.49	81%	7.3
2%	0.18	22%	1.98	42%	3.78	62%	5.58	82%	7.4
3%	0.27	23%	2.07	43%	3.87	63%	5.67	83%	7.5
4%	0.36	24%	2.16	44%	3.96	64%	5.76	84%	7.6
5%	0.45	25%	2.25	45%	4.05	65%	5.85	85%	7.7
6%	0.54	26%	2.34	46%	4.14	66%	5.94	86%	7.7
7%	0.63	27%	2.43	47%	4.23	67%	6.03	87%	7.8
8%	0.72	28%	2.52	48%	4.32	68%	6.12	88%	7.9
9%	0.81	29%	2.61	49%	4.41	69%	6.21	89%	8.0
10%	0.90	30%	2.70	50%	4.50	70%	6.30	90%	8.1
11%	0.99	31%	2.79	51%	4.59	71%	6.39	91%	8.2
12%	1.08	32%	2.88	52%	4.68	72%	6.48	92%	8.3
13%	1.17	33%	2.97	53%	4.77	73%	6.57	93%	8.4
14%	1.26	34%	3.06	54%	4.86	74%	6.66	94%	8.5
15%	1.35	35%	3.15	55%	4.95	75%	6.75	95%	8.6
16%	1.44	36%	3.24	56%	5.04	76%	6.84	96%	8.6
17%	1.53	37%	3.33	57%	5.13	77%	6.93	97%	8.7
18%	1.62	38%	3.42	58%	5.22	78%	7.02	98%	8.8
19%	1.71	39%	3.51	59%	5.31	79%	7.11	99%	8.9
20%	1.80	40%	3.60	60%	5.40	80%	7.20	100%	9.0

Person Months = % Effort x term of appointment

Nine Month Academic Year

9 Academic Months to Percent of Effort

Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort
0.1	1%	2.1	23%	4.1	45%	6.1	68%	8.1	90%
0.2	2%	2.2	24%	4.2	47%	6.2	69%	8.2	91%
0.3	3%	2.3	25%	4.3	48%	6.3	70%	8.3	92%
0.4	4%	2.4	27%	4.4	49%	6.4	71%	8.4	93%
0.5	5%	2.5	28%	4.5	50%	6.5	72%	8.5	94%
0.6	7%	2.6	29%	4.6	51%	6.6	73%	8.6	95%
0.7	8%	2.7	30%	4.7	52%	6.7	74%	8.7	97%
0.8	9%	2.8	31%	4.8	53%	6.8	75%	8.8	98%
0.9	10%	2.9	32%	4.9	54%	6.9	77%	8.9	99%
1	11%	3	33%	5	55%	7	78%	9	100%
1.1	12%	3.1	34%	5.1	57%	7.1	79%		
1.2	13%	3.2	35%	5.2	58%	7.2	80%		
1.3	14%	3.3	37%	5.3	59%	7.3	81%		
1.4	15%	3.4	38%	5.4	60%	7.4	82%		
1.5	17%	3.5	39%	5.5	61%	7.5	83%		
1.6	18%	3.6	40%	5.6	62%	7.6	84%		
1.7	19%	3.7	41%	5.7	63%	7.7	85%		
1.8	20%	3.8	42%	5.8	64%	7.8	87%		
1.9	21%	3.9	43%	5.9	65%	7.9	88%		
2	22%	4	44%	6	67%	8	89%		

% Effort = Person Months ÷ term of appointment

Percent Effort to 3 Summer Months

Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months	Percent Effort	Calendar Months
1%	0.03	21%	0.63	41%	1.23	61%	1.83	81%	2.43
2%	0.06	22%	0.66	42%	1.26	62%	1.86	82%	2.46
3%	0.09	23%	0.69	43%	1.29	63%	1.89	83%	2.49
4%	0.12	24%	0.72	44%	1.32	64%	1.92	84%	2.52
5%	0.15	25%	0.75	45%	1.35	65%	1.95	85%	2.55
6%	0.18	26%	0.78	46%	1.38	66%	1.98	86%	2.58
7%	0.21	27%	0.81	47%	1.41	67%	2.01	87%	2.61
8%	0.24	28%	0.84	48%	1.44	68%	2.04	88%	2.64
9%	0.27	29%	0.87	49%	1.47	69%	2.07	89%	2.67
10%	0.30	30%	0.90	50%	1.50	70%	2.10	90%	2.70
11%	0.33	31%	0.93	51%	1.53	71%	2.13	91%	2.73
12%	0.36	32%	0.96	52%	1.56	72%	2.16	92%	2.76
13%	0.39	33%	0.99	53%	1.59	73%	2.19	93%	2.79
14%	0.42	34%	1.02	54%	1.62	74%	2.22	94%	2.82
15%	0.45	35%	1.05	55%	1.65	75%	2.25	95%	2.85
16%	0.48	36%	1.08	56%	1.68	76%	2.28	96%	2.88
17%	0.51	37%	1.11	57%	1.71	77%	2.31	97%	2.91
18%	0.54	38%	1.14	58%	1.74	78%	2.34	98%	2.94
19%	0.57	39%	1.17	59%	1.77	79%	2.37	99%	2.97
20%	0.60	40%	1.20	60%	1.80	80%	2.40	100%	3.00

Person Months = % Effort x term of appointment

3 Summer Months to Percent Effort

Calendar Months	Percent Effort	Calendar Months	Percent Effort
0.1	3%	2.1	70%
0.2	6%	2.2	73%
0.3	10%	2.3	76%
0.4	13%	2.4	80%
0.5	16%	2.5	83%
0.6	20%	2.6	86%
0.7	23%	2.7	90%
0.8	26%	2.8	93%
0.9	30%	2.9	96%
1	33%	3	100%
1.1	36%		
1.2	40%		
1.3	43%		
1.4	46%		
1.5	50%		
1.6	53%		
1.7	56%		
1.8	60%		
1.9	63%		
2	66%		

% Effort = Person Months ÷ term of appointment

What is the difference between a subaward and a consulting/professional services agreement and a contractor/ fee for service?

Subaward

Under 2 CFR 200.92, the Uniform Guidance, Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual who is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The following are characteristics of a subaward. The subrecipient:

- has responsibility for programmatic decision-making

- contributes to the scholarly/scientific conduct of the project as described in the statement of work for the prime award

- uses the funding to carry out a program for a public purpose specified in the authorizing statute, as compared to providing goods or services for the benefit of the pass-through entity

- requires considerable discretionary judgment and the unique expertise of the subrecipient in the performance of the work

- investigator would be considered as a co-author of publications resulting from the work performed under the prime award

- performs work that involves human subjects or animal studies

Consulting/Professional Services Agreement
Generally, the University recommends the use of a Professional Services Agreement when collaborating with individuals. A consultant may provide advisory services related to a sponsored research project.

Contractor/Fee for Service Purchase Order
A contractor provides goods or services within normal business operations and operates in a competitive environment providing similar goods and services to a variety of customers.
The following are characteristics of a contractor/fee-for-service purchase order. The
contractor organization:

- provides a routine service (e.g., equipment fabrication or repair, data processing, performing routine analytical testing services, etc....)

- provides the goods or services as part of its normal business operations

- operates in a competitive environment (i.e., competes with others who can provide a similar service)

- provides similar goods or services to many different purchasers

What is participant support costs and how does is differ from incentives?

Participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

Who are the participants?

- Individuals participating in a training opportunity (e.g., workshop, conference, seminar)
- NOT employees. Participants do not perform work or service. They are not required to deliver anything, though they are required to complete programmatic activities (for example, attend training).
- Students participating in NSF Research Experiences for Undergraduates (REU) program
- Teachers participating in NSF Research Experiences for Teachers (RET) program

What are allowable participant support costs?

- Costs need to be associated with an individual participant
- Funds are being provided to defray the costs of participation
- See solicitation for sponsor guidance on allowable costs and propose costs aligned with regulations and guidance

Examples:

- Stipend (set amount of money paid to participant)
- Subsistence allowance (e.g., housing or per diem)

- Travel costs as outlined in the program solicitation
- Other costs in support of the participant's involvement (as approved by the sponsor and consistent with cost principles)
- Fees (e.g., registration fees, laboratory fees)

What **cannot** be entered as participant support costs? (entered in the "other direct costs" section)

- Costs for PI or project staff, such as salary and wages, fringe, or travel
- Costs for a consultant or trainer providing services to the University project or program, such as fees or travel
- Costs for a guest speaker or lecturer, such as honoraria or travel
- Conference/workshop support costs such as facility rental, catering, supplies, or media equipment rental
- Costs for collaborators, such as travel
- Fellowships – financial support for a postdoctoral fellow to do things such as attend conferences or workshops
- **Human subject payments for participating in a research project**
- **Human Subjects - Incentive payments to encourage individuals to participate in research study and provide private data/information through intervention or interaction. This includes participation in surveys and interviews**

SPONSOR GUIDELINES WILL DICTATE IF PARTICIPANT SUPPORT COSTS ARE ALLOWED AND WHAT THEIR REQUIREMENTS ARE.

So to review:

Participant Support	**Participant Incentives**
Benefits Participant (educational conference or training)	Entices Participant (Encourages to attend/participate)
Non-Employees	Employees and Non-Employees
Directly Allocaboe (Directly Pay Participant)	Direct or Indirectly Allocated (Direct Pay or Groupe Dinners, etc…)
No F&A	Incurs F&A

Direct Costs, Modified Total Direct Costs, and Indirect Costs

- Total Directs Costs (TDC) includes all direct costs without exclusions.

- Modified Total Direct Cost (MTDC)means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000.

- Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the

organization and the conduct of activities it performs. **MSU only lowers or removes indirect from its federally negotiated rate when the sponsor requires it**.

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 the duration of the 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 the start date of the 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 needs 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:
  - Some sponsors require documentation – PI should supply this
  - Computers and equipment under $5k should be listed as a commodity
  - Equipment- Must be $5k or over
  - Most sponsors require documentation of equipment
- SPA requires subcontract form Subrecipient Commitment to be completed before 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 the first $25k of subcontract
- Make sure the department head is aware of the 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 the sponsor calculates the cost share – if it is the percentage of Federal monies or the percentage of the 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

Starting October 20, 2023, all NSF Biosketches will have to be produced in ScienCV.

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 how 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 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

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

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 ScienceFoundation - Data Management Plan Guidelines:
http://www.nsf.gov/bfa/dias/policy/dmp.jsp

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.

4. Policies and provisions for re-use, re-distribution, and the production of derivatives.

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

The National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia   22230

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

https://www.nsf.gov/bfa/dias/policy/coa/coa_template.xlsx

https://www.nsf.gov/bfa/dias/policy/coa/faqs_coatemplateaug2020.pdf

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

Using SciENcv Frequently Asked Questions

Proposers are <u>required</u> 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?

    Users can access SciENcv by visiting https://www.ncbi.nlm.nih.gov/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.
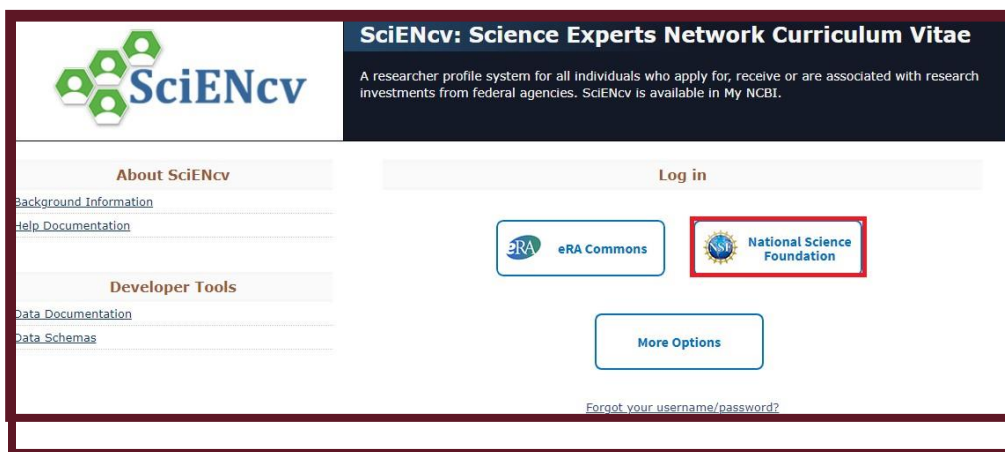
Those selecting the "NSF Log in" option, as highlighted above, will be directed to sign in via Research.gov. Users will be automatically redirected back to the My NCBI homepage after their NSF login is successful.

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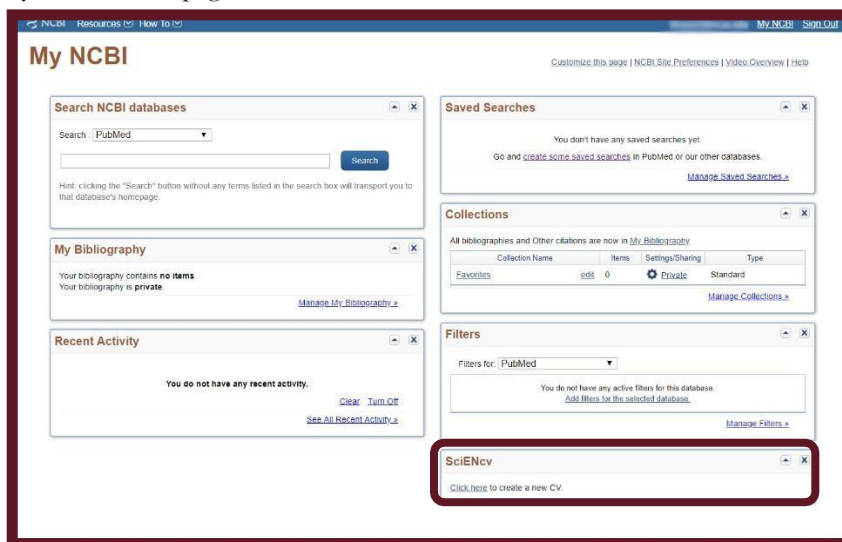
3. Who should I contact if I can't sign into SciENcv using my Research.gov ID and password?

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

- o For FAQs for password help.

- o If you still experience issues after trying these steps, contact the NSF at (800) 877-8339 (7:00 AM - 9:00 PM

ET; Monday - Friday except federal holidays).

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.
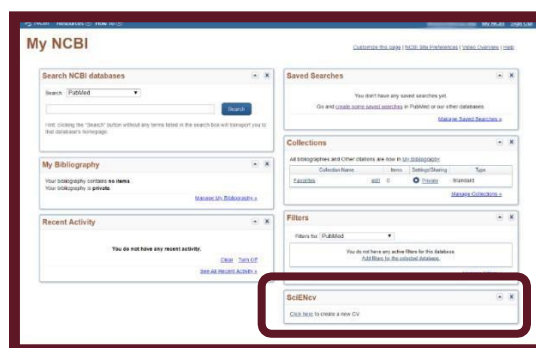
   If you have used My NCBI previously and customized your account, the SciENcv portlet may be located elsewhere, as the My NCBI homepage is designed for multiple purposes across the NCBI system.

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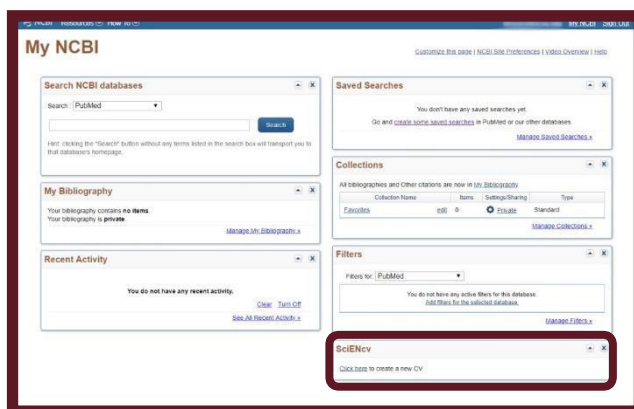
Returning SciENcv users will see links in the SciENcv portlet to their previously created documents, including biographical sketches. To work on an existing document, you can click on the document name listed in the SciENcv portlet or select the "Manage SciENcv" button.
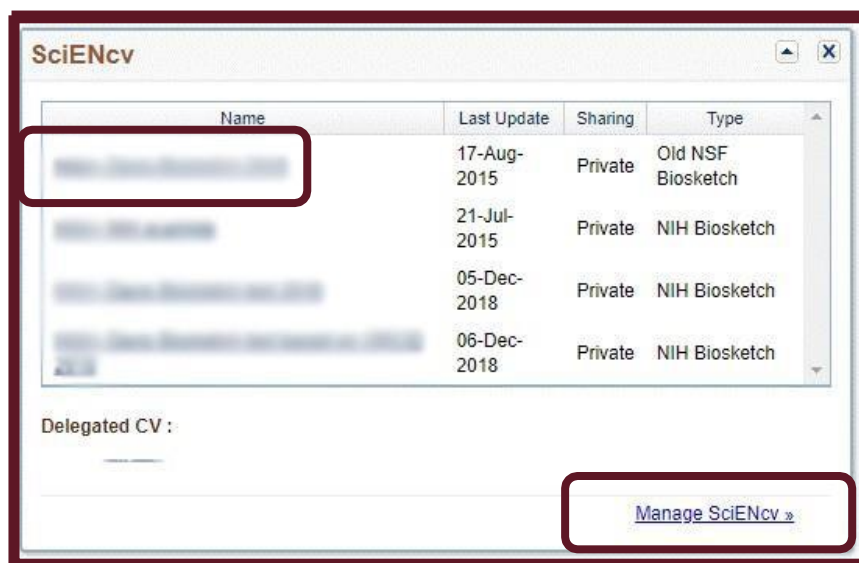
8. Do I go to the same module to create both my biographical sketch and my current and pending support documents?

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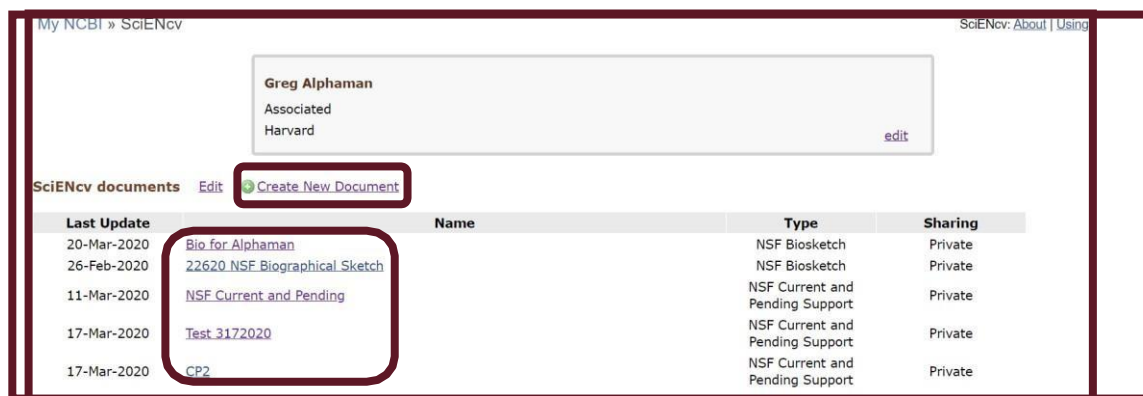
You will then be asked to select which document type you are creating. **Be sure to select the appropriate document type (i.e., NSF Biosketch or NSF Current and Pending Support), as the "NIH Biosketch" is selected as the default**. Users can also select a previously created document to modify.

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:

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.

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.

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
jontexample	▬▬▬▬@nih.gov	☑	☑	✖

Add a Delegate

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:

Collections

Collection Name		Items	Settings/Sharing	Type
Favorites	edit	0	⚙ Private	Standard
My Bibliography	edit	0	⚙ Private	Standard
Other Citations	edit	0	⚙ Private	Standard
jonpexample's Bibliography	edit	0	⚙ Private	Standard
jonpexample's Other Citations	edit	0	⚙ Private	Standard

Manage Collections »

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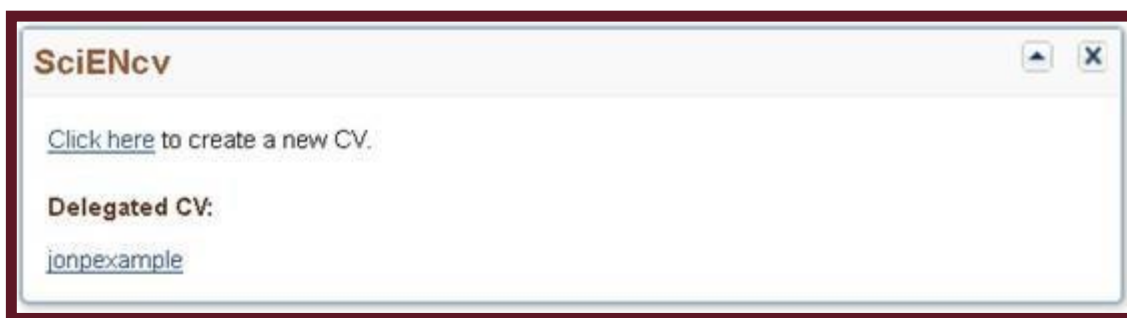
10. What do I do after generating a PDF document in SciENcv?

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
- NSF Current & Pending Support Video Tutorial: https://youtu.be/bhWQYvEEtJs
- NSF and NIH Recorded Help Manual including NSF-specific Bookshelf Resource: https://www.ncbi.nlm.nih.gov/books/NBK154494/

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 <u>PAPPG Chapter</u>

[II.C.2.f](#) and on the [biographical sketch](#) pageCan 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?

   - Right-click anywhere in the SciENcv-generated PDF document and select Document Properties.

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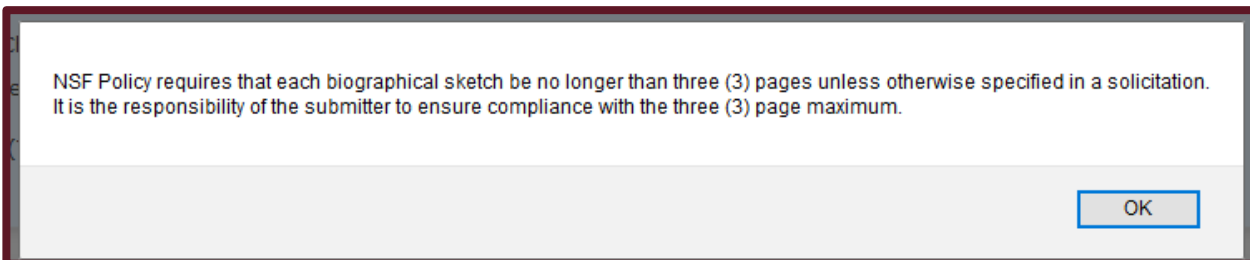
1. In the current and pending support section, I am unable to enter "0" as a value in the "Person- Months Committed" field for one of my entries. How should I proceed?

   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?

   Right-click anywhere in the SciENcv-generated PDF document and select Document Properties.

Helpful Links

The budget is reviewed by all the departments and colleges that are involved in the award and each on 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 benefitted, without effort disproportionate to the results achieved."
(https://www.controller.msstate.edu/cas/casex/facilities.php)

Internal Approval Sheet

Internal approval form with proposal, personnel, and compliance information.
(https://www.osp.msstate.edu/sites/www.osp.msstate.edu/files/2023-02/IAS_v1.0.14%201.30.23.pdf)

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 ta 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 pro- viding 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 re- search 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 consult-

- ant (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

MISSISSIPPI STATE UNIVERSITY
OFFICE OF SPONSORED PROJECTS

Office of Sponsored Projects

Quick Facts for Proposals and Sponsored Agreements

Administrative		Fiscal
Office of Sponsored Projects 129 Etheredge Hall, 449 Hardy Road Mississippi State, MS 39762	**Physical Address**	Sponsored Programs Accounting 433 McArthur Hall, 245 Barr Avenue Mississippi State, MS 39762
PO Box 6156 Mississippi State, MS 39762	**Mailing Address**	PO Box 5227 Mississippi State, MS 39762
# 9564	**Campus Mail**	# 9602
(662) 325-7404 (662) 325-3803	**Phone Number**	(662) 325-1937
	Fax Number	(662) 325-8394
admin@osp.msstate.edu	**Email**	
www.osp.msstate.edu	**Website**	www.controller.msstate.edu/sponsoredprograms

Authorized Signature for Proposals & Agreements	Kevin Enroth, Director of OSP aor@osp.msstate.edu
IRS/Tax ID/Entity Identification Number	64-6000819
University Fiscal Year	July 1 - June 30
Dun and Bradstreet Number	07-546-1814
North American Industry Classification System (NAICS)	611310
Commercial and Governmental Entity (CAGE) Code	4E756
AAALAC International Accreditation Approval Date	March 13, 2007
NIH office for Laboratory Animal Welfare	Assurance # A3160-01
Human Subjects Approval Number	Federal Wide Assurance # 00000203, Expires 7/22/2024
Cognizant Audit Agency	Department of Health and Human Services
University's A-133 Audit	www.mississippi.edu/finance/budget.html
Congressional Districts	Main Campus: MS-003 www.house.gov/representatives/find
E-Verify	ID Number: 139363 Authorization Date: July 25, 2008
System of Award Management (SAM) www.Sam.gov	Registration valid through May 6, 2021
Automated Standard Application for Payments (ASAP)	2877296
Standard Industrial Code	8221
Mileage Reimbursement	$.575/mile, $.17/mile if state owned vehicle www.travel.msstate.edu/mm/index.php

Estimated Fringe Benefits

Faculty/Staff	37.67% (FTE salaries > $40,000/year) 25.40% Summer if 9-mth faculty
Retiree	25.47%
Intermittent Employee	8.07%
Student or Grad Assistant	0.35% 8.07% Summer if not full time enrolled

Graduate Student Tuition and Insurance
Escalate 5% for the following years for tuition and insurance

	71% Tuition Rate	100% Tuition Rate	Insurance Rate
FY 2020	$691/month *	$978/month	$134/month
FY 2021	$691/month *	$978/month	$134/month
FY 2022	$726/month *	$1,027/month	$141/month
FY 2023	$762/month *	$1,078/month	$148/month
FY 2024	$800/month *	$1,132/month	$155/month

* GTA and GSA only; GRAs use 100% rate

F&A Rates	As of 8/23/19
Research On Campus	45.5%
Research Off Campus	26.0%
Instruction On Campus	50.0%
Instruction Off Campus	26.0%
Other Spons Activities On Campus	27.2%
Other Spons Activities Off Campus	22.8%
IPAs	11.1%

Rate Agreement	May 3, 2017
HHS Representative, Steven Zuraf (301) 492-4855	
http://www.controller.msstate.edu/docs/fa-2016.pdf	

Current as of: August 19, 2020

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

Research.gov Guidance

Registration

Go to Research.gov.
Click "register" at the top of the screen.
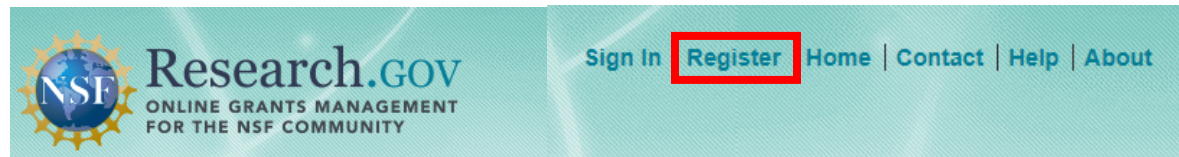
Complete the "Account Registration" page

Account Registration

> ⓘ NSF Proposal & Award Policies & Procedures Guide (PAPPG) specifies that each individual user of NSF systems should not have more than one NSF ID (Chapter I.G.4, NSF ID).
> Forgot/Look Up your NSF ID?

* Required Fields

Prefix	*** First Name**	Middle Name/Initial	*** Last Name**	Suffix
Select Prefix ▼				Select Suffix ▼

Alternate Name(s) Nickname, maiden name, etc.

* Primary Email ⓘ For NSF account password recovery   *** Confirm Primary Email**

Secondary Email ⓘ   **Confirm Secondary Email**

ORCID iD ⓞ 16-digits ie. 1234-1234-1234-1234   **Phone Number**   **Extension**

NSF asks for demographic data relating to gender, ethnicity/race and disability to gauge whether our programs and other opportunities in science and technology are fairly reaching and benefiting everyone regardless of demographic category; and to ensure that those in under-represented groups have the same knowledge of and access to programs, meetings, vacancies, and other research and educational opportunities as everyone else. For more information, read why this information is being requested.

* Gender (Please select one)
- ○ Male
- ○ Female
- ○ Do not wish to provide

* Ethnicity (Please select one)
- ○ Hispanic or Latino ⓘ
- ○ Not Hispanic or Latino
- ○ Do not wish to provide

* Race (Please select all that apply)
Race Definitions
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Other (Please specify)
- ☐ Do not wish to provide

* Do you have a disability? (Please select one)
ⓘ What is considered a disability?
- ○ Yes
- ○ No
- ○ Do not wish to provide

[ ] I'm not a robot   reCAPTCHA
Privacy - Terms

☐ *** I confirm that I am at least 13 years of age.**

[Save & Preview]   [Cancel]

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.

Account Registration Confirmation

✓ Your account has been successfully created.

An activation email was sent to: **Claude7575@1.com**

Your NSF ID is: **000900873**

Activation of the account is required to sign in. To activate your account, please go to your email to complete the registration process and obtain your temporary password.

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.

Welcome Teresa Bryan-Watts | Sign Out (Home) | My Profile | Contact | Help | About

Click "my profile" at the top right of the screen

Choose "Add a New Role" from the left side bar.

■ Hide Menu

My Profile ∨

View/Edit Profile

My Roles ∨

View My Roles

Add a New Role

Quick Links ∨

About Account Management

Next, click "Add Investigator or Authorized User Role".

Add a New Role

For NSF ID 000871850

ⓘ Welcome to the **Add a New Role** page. Here you can:
- Request one or more user roles
- Register a new organization by clicking on the "Add Organizational Role" button
- Get more information about a role category by clicking on the role details link below each button

For help and more information go to the About Account Management page.

Select one to work on proposal and award activities.

Prepare Proposals and Manage Awards	Add and Manage Organizations
Principal Investigator (PI) / co-Principal Investigator (co-PI), Postdoctoral Fellowship Investigator, Other Authorized User (OAU)	Administrator (Admin), Authorized Organizational Representative (AOR), Sponsored Projects Officer (SPO), View Only User
Add Investigator or Authorized User Role	**Add Organizational Role**
ⓘ PI/co-PI and OAU role details	ⓘ Organizational role details

Manage Financials in Award Cash Management Service (ACM$)	Register as a Graduate Research Fellowship Program (GRFP) Official
Awardee Preparer, Awardee Certifier, Awardee Financial Representative	Coordinating Official (CO), Alternate Coordinating Official (Alt. CO), Financial Official (FO)
Add Financial Role	**Add GRFP Official Role**
ⓘ Financial role details	ⓘ GRFP role details

You will select the first option.

Prepare Proposals   ✕

Would you like to perform these actions as a part of an organization?

○ Yes, prepare and manage proposals within an organization as an Investigator

○ Yes, prepare and manage proposals within an organization as an Other Authorized User

○ No, prepare and manage proposals independently (e.g. unaffiliated or post-doctoral fellowship)

Submit   Cancel

You will search using "NTXJM52SHKS7" as MSU's UEI.

Add a New Role to Prepare Proposals and Manage Awards

| 1. Find Organization | 2. Add Information | 3. Choose Role(s) | 4. Review |

Find Organization

Enter Unique Entity Identifier (UEI)   ❶ What is a UEI?   ❶ How can I find my UEI?

[   ]   Search   Clear

OR

Select from your Organization and UEI list

Select Organization ▼

Cancel   Next

Verify the information.

| 1. Find Organization ✔ | 2. Add Information | 3. Choose Role(s) | 4. Review |

⚠ **Existing role information:** You currently have role contact information for the selected organization. All roles share the same contact information within the same organization. Please review the information for accuracy. If you choose to update the contact information, all other roles for this organization will be updated with the new information.

Add Information

The contact information will be used for all communications when performing in approved roles for this organization

* **Required**

Your Contact Details

* **Work Phone Number**

(662) 325-5751

* **Work Email** ℹ

bryan-watts@bagley.msstate.edu ▼

Your Degree Information

* **Degree Type**

Select Degree Type ▼

* **Degree Year**

Select Degree Year ▼

Your Work Address

* **Country**

Select Country ▼

* **Street Address**

_____

Street Address (Line 2)

_____

Department Name

_____

* **City**

_____

* **State**

Select State ▼

* **Postal Code**

_____

Cancel   Previous   **Next**

Select the role for Principal Investigator.

Add a New Role to Prepare Proposals and Manage Awards

| 1. Find Organization ✔ | 2. Add Information ✔ | 3. Choose Role(s) | 4. Review |

Choose Role(s)

You will be registered for the following role: ⓘ What is this role?

☑ Principal Investigator/ co-Principal Investigator (PI/co-PI)

| Cancel | Previous | Next |
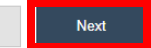
Review your information and click "submit".

Add a New Role to Prepare Proposals and Manage Awards

1. Find Organization ✔	2. Add Information ✔	3. Choose Role(s) ✔	4. Review

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: 250 McCain Hall
Street Address (Line 2):
Department Name: Bagley College of Engineering
City: Mississippi State
State: Mississippi
Postal Code: 39762

Cancel   Previous   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.

Organization Contact(s) ⬍	Organization Contact Type
Cariolo, Ian	Administrator
BRIGGS, VICTOR B	SAM POC
HALE-MORRIS, SHIRLEE K	SAM POC
MORRIS, SHIRLEE K	SAM POC

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

Give Feedback >

Prime Organization				
Organization Name	Unique Entity Identifier (UEI)	Principal Investigator	Address	Actions
Mississippi State University ⓘ View SAM Legal Business Name	NTXJM52SHKS7	Teresa M Bryan-Watts	245 BARR AVE MCARTHUR HALL MISSISSIPPI STATE, MS 39762- US	Manage Personnel

Subaward Organization(s)			Add Subaward Organization
Organization Name ▲	Unique Entity Identifier (UEI) ⇕	Address	Actions
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.

Manage Personnel (Prime Organization)

For Mississippi State University

ⓘ Senior Personnel Roles   ▶ Video: How to Manage Personnel

| Show All ⇕ | | | | Showing **1-1** of 1 |

Senior Personnel			Add co-Principal Investigator	Add Other Senior Personnel
Personnel Name	**Role**		**Organization**	**Actions**
Teresa M Bryan-Watts	Principal Investigator		Mississippi State University	

| Show All ⇕ | | | | Showing **1-1** of 1 |

Other Authorized User(s) - Data preparation only ⓘ			Add Other Authorized User
Personnel Name	⇕	**Organization** ⇕	**Actions**
There are currently no Other Authorized Users.			

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.

Add co-Principal Investigator (co-PI) ✕

Search for co-PI:

NSF ID		Email	
	OR		Search

Add Personnel   Cancel

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.

Add Subaward Organization

Give Feedback >

Search for and add a subaward organization registered with NSF. If the subaward organization has not yet registered, please refer to the registration instructions.

Organization Name

Harvard

OR

Unique Entity Identifier (UEI) ℹ What is a UEI?

Search

Show All ⬍

Showing **1-6** of 6

Select	Organization Name ▲	Unique Entity Identifier (UEI) ⬍	Address
○	Harvard Bioscience, Inc. ℹ View SAM Legal Business Name	CS6JFXF1C373	84 OCTOBER HILL RD HOLLISTON, MA 01746-1371 US
○	HARVARD COLLEGE, PRESIDENT & FELLOWS OF ℹ View SAM Legal Business Name	HKJNNT2MGZ61	1 SOLDIERS FIELD RD EXED FINANCE TATA HALL STE 020 BOSTON, MA 02163 US
○	HARVARD COLLEGE, PRESIDENT & FELLOWS OF ℹ View SAM Legal Business Name	MJJXCN1DELJ5	79 JFK ST Cambridge, MA 02138-5801 US
○	Harvard T. H. Chan School of Public Health ℹ View SAM Legal Business Name	UNVDZNFA8R29	677 HUNTINGTON AVE BOSTON, MA 02115-6028 US
⦿	Harvard University ℹ View SAM Legal Business Name	LN53LCFJFL45	1033 MASSACHUSETTS AVE 5TH FL CAMBRIDGE, MA 02138-5369 US
○	Harvard University Medical School ℹ View SAM Legal Business Name	JDLVAVGYJQ21	25 SHATTUCK ST BOSTON, MA 02115-6027 US

Show All ⬍

Showing **1-6** of 6

Add Subaward Organization

From here, you can Manage Personnel from both organizations and also add as many additional Subaward Organizations as needed.

Manage Personnel and Subaward Organizations
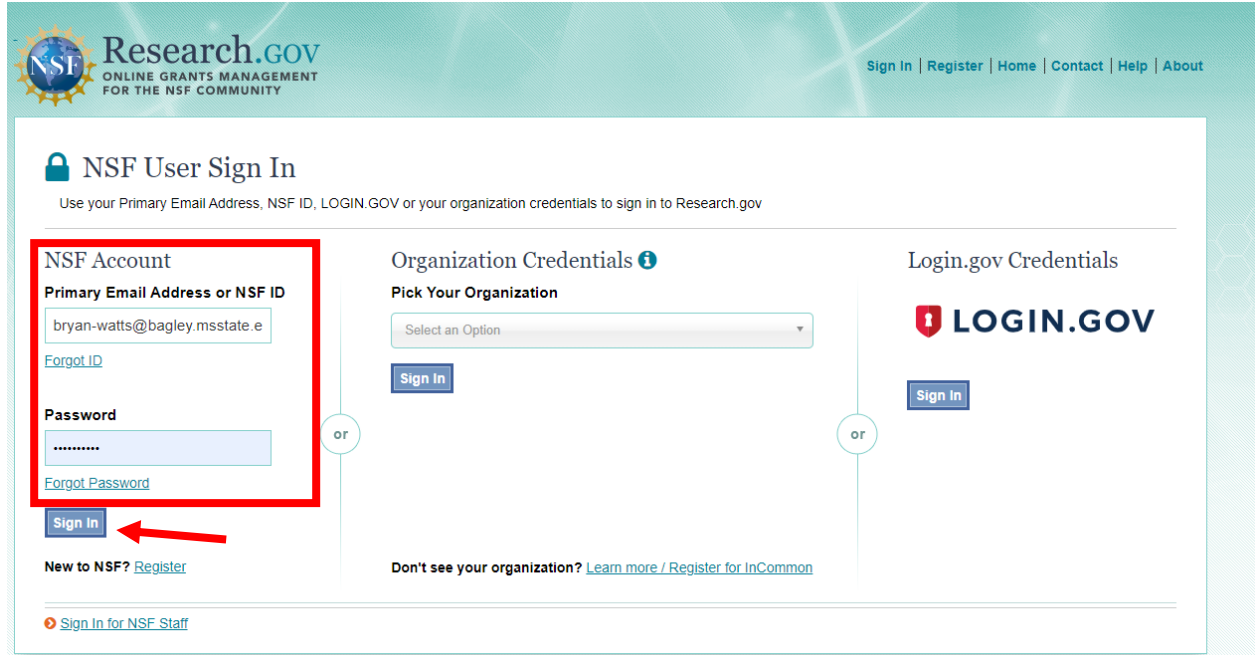
✔ You have successfully added a Subaward Organization. The Manage Subaward Personnel, Budget, and Budget Justification sections are now available for this organization. ✖

Prime Organization

Organization Name	Unique Entity Identifier (UEI)	Principal Investigator	Address	Actions
Mississippi State University ⓘ View SAM Legal Business Name	NTXJM52SHKS7	Teresa M Bryan-Watts	245 BARR AVE MCARTHUR HALL MISSISSIPPI STATE, MS 39762- US	Manage Personnel

Subaward Organization(s)   Add Subaward Organization

Organization Name ▲	Unique Entity Identifier (UEI) ⇕	Address	Actions
Harvard University ⓘ View SAM Legal Business Name	LN53LCFJFL45	1033 MASSACHUSETTS AVE 5TH FL CAMBRIDGE, MA 02138-5369 US	Manage Subaward Personnel Delete Subaward Organization

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.

Organization

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.

Prepare New Full Proposal

| 1. Funding Opportunity | 2. Where to Apply | 3. Proposal Type | 4. Proposal Details |

Select Funding Opportunity ℹ Find Funding Opportunity Number

ℹ Please note the following:
- If your funding opportunity is not displayed, check you have the appropriate roles, and if needed, add a new role. Otherwise, check FastLane.
- If this full proposal will be related to a preliminary proposal, the preliminary and full proposals must use the same funding opportunity

Show 10 ⬍ | Filter by number or keyword | Showing **1-10** of 235 « ‹ Prev **1** 2 3 4 5 Next › »

Select	Funding Opportunity Number ⬍	Funding Opportunity Title ⬍
○	NSF 22-1	Proposal & Award Policies & Procedures Guide - PAPPG
○	NSF 22-577	Earth Sciences Instrumentation and Facilities
○	NSF 22-576	Research Security Training for the United States (U.S.) Research Community
○	NSF 22-575	Coupling, Energetics, and Dynamics of Atmospheric Regions
○	NSF 22-574	Training-based Workforce Development for Advanced Cyberinfrastructure
○	NSF 22-573	EPSCoR Research Infrastructure Improvement (RII) Track-4: EPSCoR Research Fellows
○	NSF 22-572	Pathways to Enable Open-Source Ecosystems
○	NSF 22-571	Spectrum and Wireless Innovation enabled by Future Technologies
○	NSF 22-570	Solar, Heliospheric, and INterplanetary Environment
○	NSF 22-569	Algorithms for Modern Power Systems

Show 10 ⬍ | Showing **1-10** of 235 « ‹ Prev **1** 2 3 4 5 Next › »

Select the options that apply to your project that are applicable to the opportunity.

Prepare New Full Proposal

| 1. Funding Opportunity ✔ | 2. Where to Apply | 3. Proposal Type | 4. Proposal Details |

Select Where to Apply

Select where within NSF you would like to send your proposal. Depending on the funding opportunity, you may make **one or multiple** selections. When you have saved your selection(s), click 'Next' to continue.

Funding Opportunity
NSF 22-1 - Proposal & Award Policies & Procedures Guide - PAPPG

Select Where to Apply ⓘ Where to Apply Details	Saved Selections
Select Directorate	Select your program on the left. Place selections in the order of importance.
Direct For Computer & Info Scie & Enginr (CSE)	
Select Division	No selections have been saved
Division of Computing and Communication (CCF)	
Select Program	
CIF21-IGERT	

Save Selection

Previous   Next

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 & Enginr (CSE),
Division of Computing and Communication (CCF),
CIF21-IGERT

Previous   Next

Select the type of proposal.

Prepare New Full Proposal

| 1. Funding Opportunity ✔ | 2. Where to Apply ✔ | 3. Proposal Type | 4. Proposal Details |

Select Proposal Type

ℹ If you need to relate a preliminary proposal to this full proposal, one of the following proposal types must be selected: Research, FASED, Conference, Equipment, Travel, Center, or Research Infrastructure.

What type of proposal will be used? ℹ Proposal Types

○ Research
○ Planning PAPPG II.E.1 ⧉
○ Rapid Response Research (RAPID) PAPPG II.E.2 ⧉
○ Early-concept Grants for Exploratory Research (EAGER) PAPPG II.E.3 ⧉
○ Research Advanced by Interdisciplinary Science and Engineering (RAISE) PAPPG II.E.4 ⧉
○ Grant Opportunities for Academic Liaison with Industry (GOALI) PAPPG II.E.5 ⧉
○ Ideas Lab PAPPG II.E.6 ⧉
○ Facilitation Awards for Scientists and Engineers with Disabilities (FASED) PAPPG II.E.7 ⧉
○ Conference PAPPG II.E.9 ⧉
○ Equipment PAPPG II.E.10 ⧉
○ Travel PAPPG II.E.11 ⧉
○ Center PAPPG II.E.12 ⧉
○ Research Infrastructure PAPPG II.E.13 ⧉
○ Postdoctoral Fellowship
○ Small Business Innovation Research Program (SBIR)
○ Small Business Technology Transfer Program (STTR)

Determine if this proposal will be single or collaborative.

Prepare New Full Proposal

| 1. Funding Opportunity ✔ | 2. Where to Apply ✔ | 3. Proposal Type ✔ | 4. Proposal Details |

Proposal Details

What type of proposal are you submitting?

○ Single proposal (with or without ℹ subawards)
○ Separately submitted collaborative proposal ℹ

What is a Collaborative Proposal?
A collaborative proposal is one in which investigators from two or more organizations wish to collaborate on a unified research project.
ℹ Methods to submit collaborative proposals

Previous | Prepare Proposal

Type your Title for the proposal.

Proposal Title

Collaborative Research:

24 of 180 characters

Previous   Prepare 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.

Proposal Actions

🔒 Share Proposal with SPO/AOR ⓘ

👥 Manage Personnel and Subaward Organizations

🗗 Link/View Collaborative Proposals

🖨 Print Proposal

🗑 Delete Proposal

Proposal Details

Proposal Status:
Not Shared with SPO/AOR

Helpful Links

View submitted proposals ⓘ

Proposal and Award Policies and Procedures Guide (PAPPG)

Demo Site FAQs

Proposal Preparation and Submission FAQs

🎥 Video: How to Upload a Collaborators and Other Affiliations Document

🎥 Video: How to Submit a Proposal

Proposal Sections	Last Updated
Required	
Cover Sheet	
Project Summary	
Project Description	
References Cited	
Budget(s)	
Budget Justification(s)	
Facilities, Equipment and Other Resources	
Senior Personnel Documents ⓘ	
Data Management Plan	
Postdoctoral Mentoring Plan ⓘ *Conditionally required*	
Optional	
Other Personnel Biographical Information ⓘ	
Other Supplementary Documents	
List of Suggested Reviewers (Single Copy Document ⓘ)	
List of Reviewers Not to Include (Single Copy Document ⓘ)	
Deviation Authorization ⓘ (Single Copy Document ⓘ)	
Additional Single Copy Documents ⓘ	

Budget

BCoE Budget template can be downloaded at: 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".

Proposal Sections	Last Updated	Compliance Status [Key]
Required		
Cover Sheet		Form not checked
Project Summary		Document unavailable for check
Project Description		Document unavailable for check
References Cited		Document unavailable for check
Budget(s)		Form not checked
Budget Justification(s)		Document unavailable for check
Facilities, Equipment and Other Resources		Document unavailable for check
Senior Personnel Documents ❶		Document unavailable for check
Data Management Plan		Document unavailable for check
Postdoctoral Mentoring Plan ❶ *Conditionally required*		Document unavailable for check

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.

Budget(s)

Give Feedback >

$0
Collaborative Proposal Total
Requested Amount 🛈

Manage Personnel and
Subaward Organizations

Prime Organization			
Budget for:	Principal Investigator	Total Requested Amount 🛈	Compliance Status [Key]
Mississippi State University	Teresa M Bryan-Watts	$0	Form not checked

Subaward Organization(s)		
Budget for:	Subaward Requested Amount	Compliance Status [Key]
Harvard University	$0	Form not checked

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.

Budget (Prime Organization)

Give Feedback >

For Mississippi State University

$0
Project Total Requested
Amount

🎥 Video: How to Work on a Proposal Budget

Expand all rows | Collapse all rows   Years in Budget: **1**   Add Year   Delete Year

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.

Add Year   ✕

Add a new year to the budget by choosing a selection below.

Add New Year

◯ Add Blank Year

◯ Copy from an existing year

   Select year to copy

   --Select One--   ⌄

[Add Year]   [Cancel]

In the Personnel Direct Cost section, you should see all of your senior personnel that you added under

👥 Manage Personnel and Subaward Organizations

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.

Personnel Direct Costs

Section	Year 1 # Personnel	Months	Funds	Total Funds Requested
⊖ A. Senior Personnel [Manage]	1	0.00	$0	$0
Teresa M Bryan-Watts (PI)		0.00	$ 0	$0
⊖ B. Other Personnel ❶	0		$0	$0
Postdoctoral Scholars ❶	0	0.00	$ 0	$0
Other Professionals	0	0.00	$ 0	$0
Graduate Students	0		$ 0	$0
Undergraduate Students	0		$ 0	$0
Administrative/Clerical	0		$ 0	$0
Other	0		$ 0	$0
⊖ C. Fringe Benefits			$0	$0
			$ 0	
Total Salaries, Wages & Fringe Benefits (A-C)			$0	$0

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.

Additional Direct Costs

Section	Year 1 # Participants	Year 1 Funds	Total Funds Requested
⊖ D. Equipment ⓘ		$0	$0
➕ Add Equipment			
⊖ E. Travel		$0	$0
US, territories, and possessions		$ 0	$0
Foreign		$ 0	$0
⊖ F. Participant Support Costs		$0	$0
Number of Participants *(If applicable)*	0		
Stipends		$ 0	$0
Travel		$ 0	$0
Subsistence		$ 0	$0
Other		$ 0	$0
⊖ G. Other Direct Costs ⓘ		$0	$0
Materials and Supplies		$ 0	$0
Publication Costs/Documentation/Distrib		$ 0	$0
Consultant Services		$ 0	$0
Computer Services		$ 0	$0
Subaward: Harvard University			$0
Other		$ 0	$0
H. Total Direct Costs (A-G)		$0	$0

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:

TOTAL DIRECT	
MODIFIED TOTAL DIRECT COSTS (MTDC)	
TOTAL INDIRECT	46.5% MTDC
GRAND TOTAL	

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.

H. Total Direct Costs (A-G)		$40,000	$40,000

Indirect Costs

Section	Year 1 Rate x Base		Total Funds Requested
⊖ I. Indirect Costs		$14,241	$14,241
1. F&A 🗑	46.5 % x $ 30,626		$14,241
	$14,241 funds		
✚ Add Indirect Cost Item			
J. Total Amount Requested (H + I)		$54,241	$54,241

Personnel Direct Costs

Section	Year 1			Year 2			Total Funds Requested
	# Personnel	Months	Funds	# Personnel	Months	Funds	

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

Create Grants.gov Proposal

Opportunity: USDA-NRCS-MS-CONTA-22-NOFO0001196   [i]   [Select A Different Opportunity]

Proposal Name: [_____] [?]

[_____] [Search for PI]

Showing all PIs | Show recent

Principal Investigator:
Aanstoos, James Vincent (Geosystems Research Institute) / Mississippi State University
Aarattuthodi, Suja S. (Delta Research and Extension C) / Mississippi State University
Aarhus, Craig H. (Band) / Mississippi State University
Abadie, Ben R. (Department of Kinesiology) / Mississippi State University
Abdelhamed, Hossam / Mississippi State University
Abdelhamed, Hossam Abdelnaby Mahamoud (Department of Comparative Bio) / Mississippi...
Abdelwahed, Sherif (DASI) / Mississippi State University
Abernathy, Larry T. (Counseling, Ed Psyc, & Foundat) / Mississippi State University
Abraham, Mattie Lou (General Library) / Mississippi State University
Adams, Frank (Marketing/Quant Analysis/Bus L) / Mississippi State University

Organization: [Please select... ▾]

Due Date: [_____] [📅]

Validation Type: [Other Federal Agency ▾]

[Create Proposal] [Cancel]

- 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

☑ **SF424**
   1
   2
   3
☑ **SF424A Budget**
   1
☑ **Budget Narrative Attachment**
   1
☑ **Project Narrative Attachment**
   1
☐ **Other Attachments**
   1
☐ **Lobbying Activities Disclosure**
   1
☑ **Lobbying Certification**
   1

Proposal Summary
   Summary
   Supporting Documents

Proposal Management
🔑 Permissions
📤 Routing & Approval
⚡ Electronic Submission
✔ Proposal History
📋 Export

- 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 INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006

SECTION A - BUDGET SUMMARY

| Grant Program Function or Activity (a) | Catalog of Federal Domestic Assistance Number (b) | Estimated UnobligatedFunds | | New or Revised Budget | | Total (g) |
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		$	$	$	$	$
2.		$	$	$	$	$
3.		$	$	$	$	$
4.		$	$	$	$	$
5. Totals		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

| 6. Object Class Categories | GRANT PROGRAM, FUNCTION OR ACTIVITY | | | | Total (5) |
	(1)	(2)	(3)	(4)	
a. Personnel	$	$	$	$	$
b. Fringe Benefits	$	$	$	$	$
c. Travel	$	$	$	$	$
d. Equipment	$	$	$	$	$
e. Supplies	$	$	$	$	$
f. Contractual	$	$	$	$	$
g. Construction	$	$	$	$	$
h. Other	$	$	$	$	$
i. Total Direct Charges	$	$	$	$	$
j. Indirect Charges	$	$	$	$	$
k. TOTALS	$	$	$	$	$
7. Program Income	$	$	$	$	$

SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.		$	$	$	$
9.		$	$	$	$
10.		$	$	$	$
11.					

- Click the Permissions link on the left side to add other to your review

Proposal Management

Permissions

- 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.

Proposal Permissions

Add user

	List	Read	Write	Attach	Break Lock	Delete	Print	Change Permissions	Add User	Remove User
Bryan-Watts, Teresa (tmb124)	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑

Compliance

Research Compliance at MSU includes:

- Animal Care and Use
    - Trina Smith- tsmith@orc.msstate.edu or 662-325-0994
    - Training [here](#)
    - 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
    - Training [here](#)
    - Submit your protocol for review [here](#) *make sure you select the IRB tab*
- COI
    - Alyssa McKinley- [amckinley@orc.msstate.edu](#)
    - Training [here](#)
    - 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 parities 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 CRF 200, Accountability and Transparency Act, PL 106-107) https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- Office of Management and Budget (OMB) (federal budgeting processes, federal costing principles, Lobbying Disclosure, Equal Opportunity, Audit, updates)
- Arms (ITAR) related; international restrictions https://www.federalregister.gov/documents/2020/01/23/2020-00574/international-traffic-in-arms-regulations-us-munitions-list-categories-i-ii-and-iii

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.

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 adivesed 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".
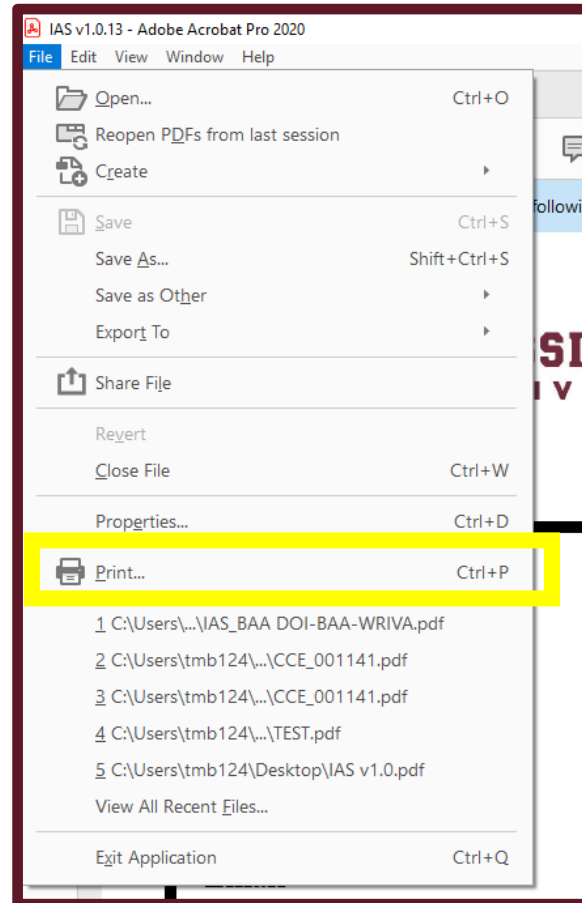
Choose "Adobe PDF" in the printer selection pull-down menu.

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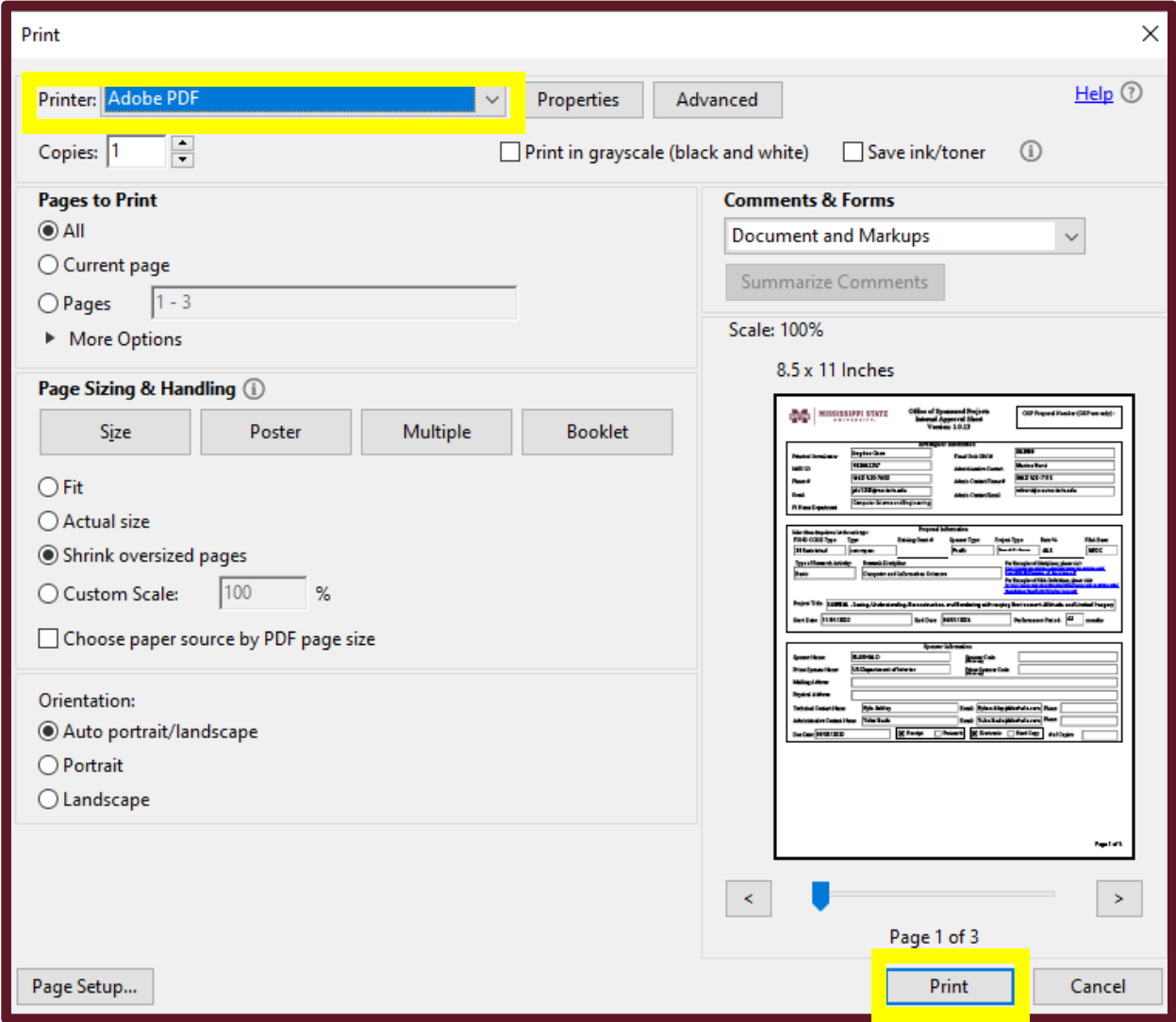
You should have a pop-up box for saving the new file. Click "Save".

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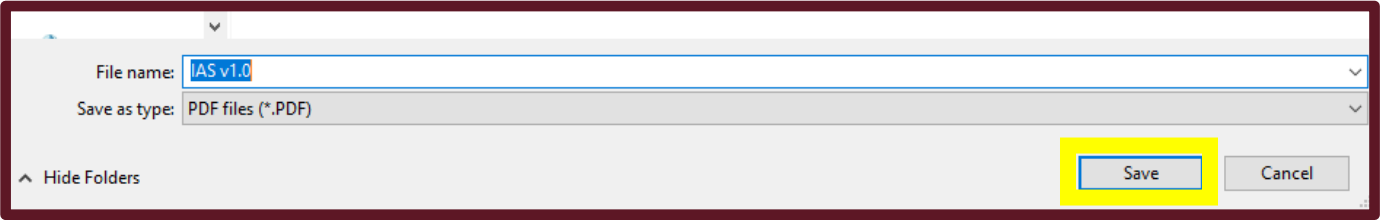
On the new file, choose "Tools" at the top of the page and then select "Edit PDF" or just "Edit PDF" on the right side.

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.
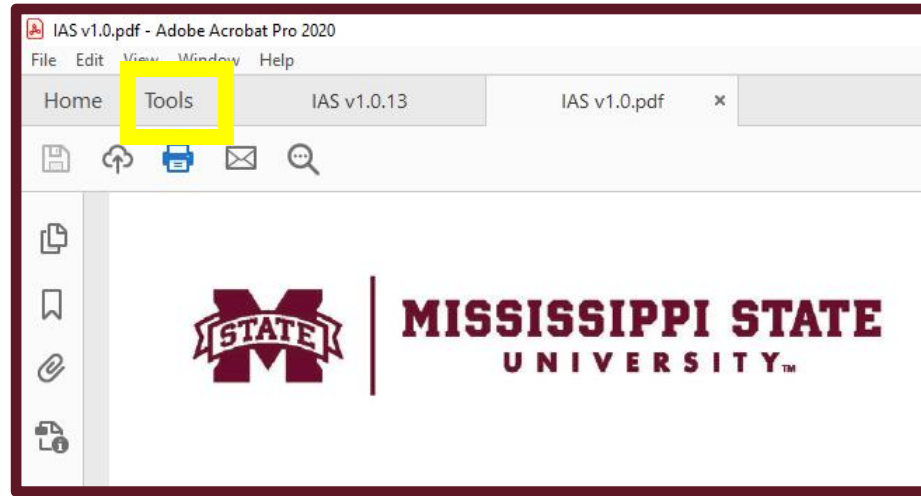
OR
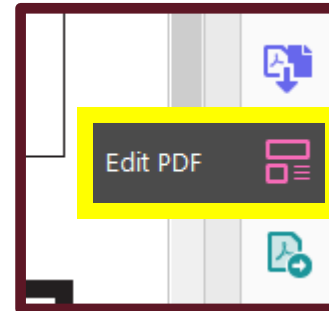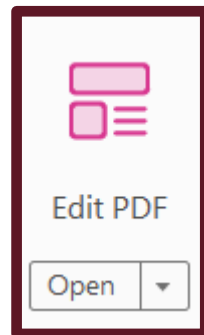
Add Back Form Properties or Signature Lines

Once you have access to the file on your computer you right click on the file.

Find the option "Edit with Adobe Acrobat"

TEST

Open with Adobe Acrobat 2020
Print
Share with Skype

Share
View online
Version history
Always keep on this device
Free up space

Edit with Adobe Acrobat
Combine files in Acrobat...

Edit with Notepad++
Open with

Give access to
Cisco Secure Endpoint
Restore previous versions

Send to

Cut
Copy

Create shortcut
Delete
Rename

Properties
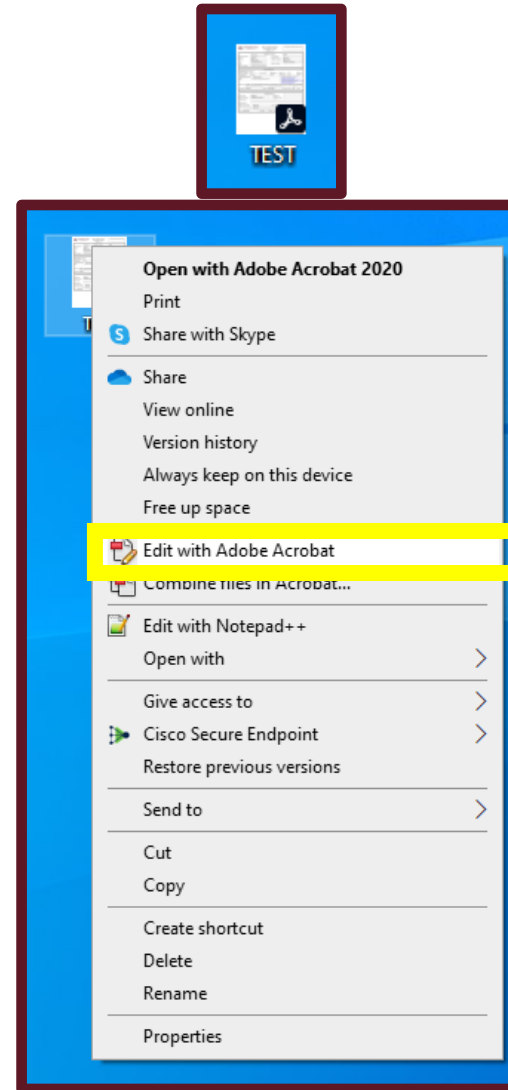
Select "tools" at the top of the page.

Select "Prepare Form".

Forms & Signatures

Fill & Sign

Open

Prepare Form

Add

Certificates
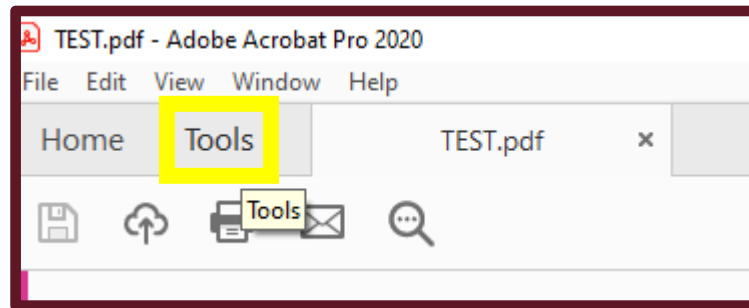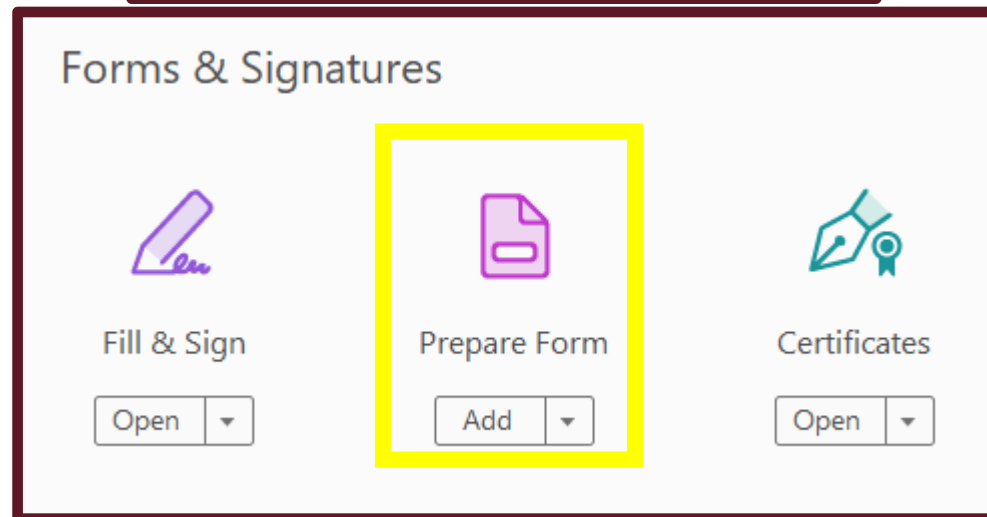
Open

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".

Select a file or scan a document to begin

TEST.pdf
Change File

Scan a document

Start

Form field auto detection is ON. Change
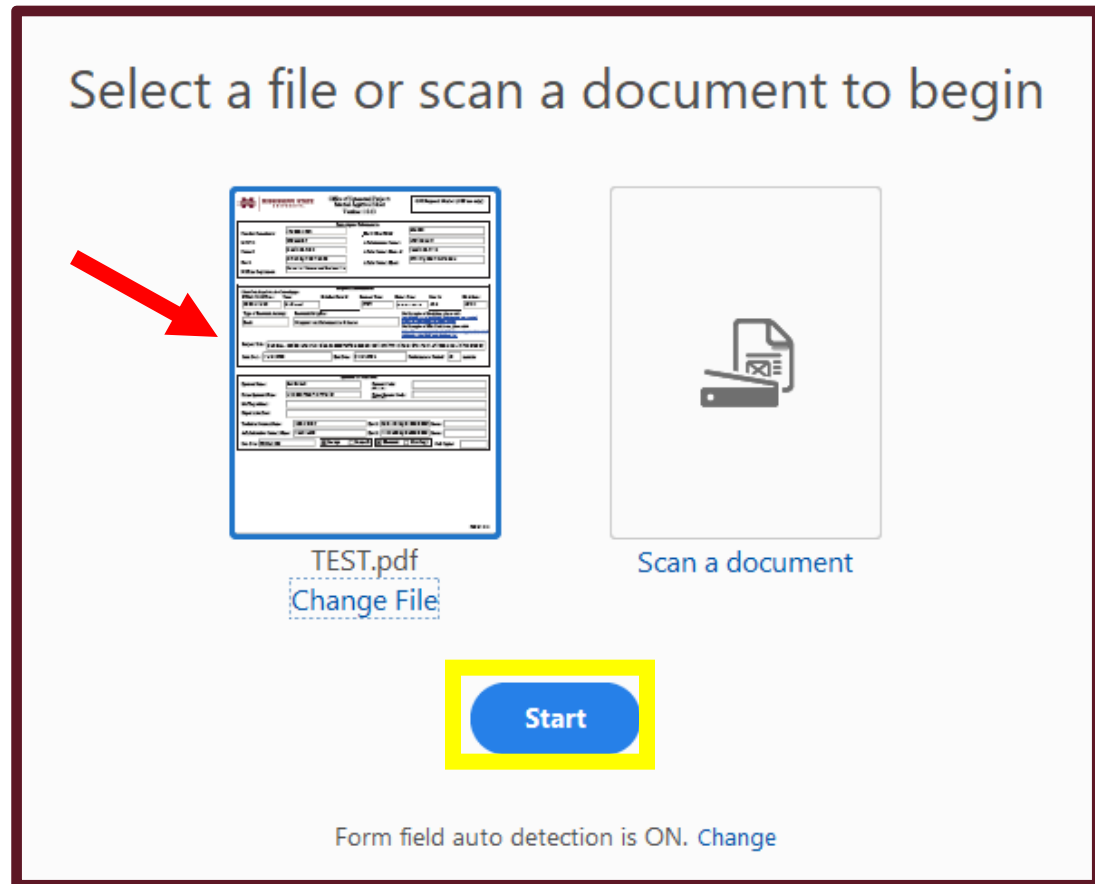
Adobe will automatically choose some spaces it identifies on the form and make several text boxes and other fields. You can delete these or ignore them.

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.

Reviews and Approvals

I want to Sign this document digitally.
(You must have version 9.x or later or download the latest version of Adobe Reader.)

I certify that the information on this form is accurate and complete as of this date. I agree to accept responsibility for scientific and technical conduct of this project and for provisions of required technical reports if a grant or contract is awarded as a result of this application. If an award is made as a result of this proposal, I will administer it in accordance with the policies of the sponsor and of Mississippi State University as applicable. I certify that I have read and understand the University's conflict of interest policy. To the best of my knowledge, all required financial disclosures were made; and I will comply with any conditions or restrictions imposed by the university to manage, reduce, or eliminate conflicts of interest.

Personnel, Equipment, and Space; review of this IAS.

Fiscal Unit Signature/Date

Responsibilities: Approval of Personnel Assignments, Technical and Budgetary Content, Equipment and Space; and Special Considerations listed below.

Check all that apply:
- [ ] Foreign Sponsor
- [ ] Cost Sharing
- [ ] Conflict of Interest Clause

Test Faculty	Dept. Head Signature	Initial	Dean/Director Signature	Initial

OSP Signature

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

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.

START

Account Set-up

PI work 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.

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 https://www.osp.msstate.edu/sites/www.osp.msstate.edu/files/inline-files/prior%20approval%20matrix.pdf

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

    o 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](#)

Modification Prior Approval Matrix

Access here

	Reference	RTC Overlay	NSF	DOE	NIH	USDA NIFA	DOC	NASA	DHS-GFAD	DHS-FEMA
Prior Written Approval (prior approval)*	**200.407**									
Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts	**200.407(a)**									
Changes in principal investigator (PI), project leader, project partner, or scope of effort.	200.201(b)(5)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Cost sharing or matching	**200.407(b)**									
Use of unrecovered indirect costs, including indirect costs on cost sharing or matching.	200.306(c)	Waived	Waived	Waived	Waived	Waived[15]	Waived	Waived	Required	Waived
Use of current fair market value to determine the value of non-Federal entity contributions of services and donations of property for the purposes of cost sharing or matching.	200.306(d)(2)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived
Costs of the fair market value of equipment or other capital assets and fair rental charges for land when the Federal award supports activities that require use of equipment, buildings or land.	200.306(h)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Program Income	**200.407(c)**									
Use of program income during the period of performance (additive method).	200.307(e)(2)	Waived	Waived	Waived	Waived[5]	Waived	Waived	Waived[20]	Waived	Waived
Revision of budget and program plans	**200.407(d)**									
Change in the scope or the objective of the project or program.	200.308(c)(1)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Change in a key person specified in the application or Federal award.	200.308(c)(2)	Required	Required[14]	Required	Required	Required	Required	Required	Required	Required
Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project by the approved Project Director (PD) or PI.	200.308(c)(3)	Required	Required[14]	Required	Required[6]	Required	Required	Required[21]	Required	Required
Inclusion, unless waived, of costs that require prior approval in accordance with Subpart E -- Cost Principles.	200.308(c)(4)	Required	Waived[1]	Required	Waived[7]	Required	Required	Required	Required	Required
Transfer of funds budgeted for participant support costs to other categories of expense.	200.308(c)(5)	Required	Required[2]	Required	Waived[8]	Required	Required	Required	Required	Required

	Subawarding, transferring or contracting out of any work under a Federal award, including fixed amountsubawards as decribed in 200.333. This provision does not apply to the acquisition of supplies, material, equipment or general support services.	200.308(c)(6)	Required	Required	Required	Waived[9]	Waived[16]	Required	Required	Required	Required
	Changes in the approved cost-sharing or matching provided by the non-Federal entity.	200.308(c)(7)	Required	Required	Required	Required	Waived[17]	Required	Required	Required	Required
	Need for additional Federal funds to complete the project.	200.308(c)(8)	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Incur project costs 90 calendar days before the Federal awarding agency makes the Federal award.	200.308(e)(1)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Required	Waived
	Incur project costs more than 90 calendar days pre-award.	200.308(e)(1)	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Initiate a one-time extension of the period of performance by up to 12 months.	200.308(e)(2)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Required	Waived
	Subsequent no-cost extension or extension of more than 12 months.	200.308(e)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Carry-forward of unobligated balances to subsequent budget periods.	200.308(e)(3)	Waived	Waived	Waived	Waived[10]	Waived	Waived	Waived	Required	Waived
	Transfer amounts budgeted for indirect costs to absorb increases in direct costs, or vice versa.	200.308(e)(4)	Waived	Waived	Waived	Waived[11]	Waived	Waived	Waived	Required	Waived
	Restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal awards in which the Federal share of the project exceeds the simplified acquisition threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency.	200.308(f)	Waived	Waived	Waived	Waived[11]	Waived	Waived	Waived[22, 23]	Required	Waived
	Making any fund or budget transfers between construction and non-construction work.	200.308(h)(5)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Real Property	**200.407(e)**										
	Encumber real property acquired with Federal funds.	200.311(b)	Required	Required	Required	Required	Required	Required	Required	Required	Required

Category	Description	Citation									
	Transfer of title to the Federal awarding agency or to a third party.	200.311(c)(3)	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Special arrangements and alterations costs incurred specifically for a Federal award.	200.462(a)	Required	Required[3]	Required	Waived[12]	Required	Required	Required	Required	Required
Equipment	**200.407(f)**										
	Encumber equipment acquired with Federal funds.	200.313(c)(1)	Required	Required	Required	Required	Required	Required[19]	Required	Required	Required
Fixed amount subawards		**200.407(g)**									
	Subawards based on fixed amounts up to the Simplified Acquisition Threshold, provided that the subawards meet the requirements for fixed amount awards in 200.201.	200.333	Required	Required	Required	Required	Required	Required	Required	Required	Waived
Direct Costs		**200.407(h)**									
	Direct charge the salaries of administrative and clerical staff if all conditions in 200.413 are met, excluding 200.413(c)(3).	200.413(c)	Waived	Required	Waived	Waived	Waived	Waived	Waived	Waived	Waived
Compensation -- personal services, paragraph (h)		**200.407(i)**									
	Directly charge payments of incidental activities for which supplemental compensation is allowable under written institutional policy (at a rate not to exceed institutional base salary).	200.430(h)(1)(ii)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived
	Faculty salary in excess of Institutional Base Salary (IBS).	200.430(h)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Intra-IHE faculty consulting on a Federal award that exceed a faculty member's base salary.	200.430(h)(3)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Required	Waived
Compensation -- fringe benefits	**200.407(j)**										
	Severance payments to foreign nationals employed by the non-Federal entity outside the US that exceed the amounts customary in the US.	200.431(i)(4)	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Severance payments to foreign nationals employed by the non-Federal entity outside the US due to termination of the foreign national as a result of the closing of, or curtailment of activities by, the non-Federal entity in that country.	200.431(i)(5)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Entertainment costs	**200.407(k)**										

	Inclusion of costs of entertainment, including amusement, diversion, and social activities and any associated costs that have a programmatic purpose.	200.438	Required	Required	Required	Required	Required	Required	Required	Required	Required
Equipment and other capital expenditures		**200.407(l)**									
	Direct charge capital expenditures for general purpose equipment.	200.439(b)(1)	Waived	Waived	Waived	Waived[11]	Waived[18]	Waived	Waived[22, 24]	Waived	Waived
	Direct charge capital expenditures for buildings and land use.	200.439(b)(1)	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Direct charge capital expenditures for special purpose equipment over $5,000.	200.439(b)(2)	Waived	Waived	Waived	Waived[11]	Waived	Waived	Waived[22, 24]	Waived	Waived
	Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life.	200.439(b)(3)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Exchange rates	**200.407(m)**										
	Exchange rate fluctuations that result in the need for additional Federal funding, or a reduction in the scope of the project.	200.440(a)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Fines, penalties, damages and other settlements		**200.407(n)**									
	Costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations.	200.441	Required	Required	Required	Required	Required	Required	Required	Required	Required
Fund raising and investment management costs		**200.407(o)**									
	Fund raising costs for the purposes of meeting the Federal program objectives.	200.442(a)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Goods or services for personal use		**200.407(p)**									
	Costs of housing (e.g. depreciation, maintenance, utilities, furnishings, rent, housing allowances and personal living expenses).	200.445(b)	Required	Required	Required	Required	Required	Required	Required	Required	Required

Insurance and indemnification	200.407(q)									
	Costs of insurance or of contributions to any reserve covering the risk of loss of, or damage to, Federal Government property.	200.447(b)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Memberships, subscriptions, and professional activity costs, paragraph (c)		200.407(r)									
	Costs of membership in any civic or community organization.	200.454(c)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Organization costs		200.407(s)									
	Costs such as incorporation fees, brokers' fees, fees to promoters, organizers or management consultants, attorneys, accountants, or investment counselor, whether or not employees of the non-Federal entity in connection with establishment or reorganization.	200.455	Required	Required	Required	Required	Required	Required	Required	Required	Required
Participant support costs		200.407(t)									
	Transfer of funds into the participant support cost category.	200.456	Waived	Waived[4]	Waived	Required[13]	Waived	Waived	Waived	Required	Waived
	Transfer of funds budgeted for participant support costs to other categories of expense.	200.308(c)(5)	Required	Required	Required	Waived[8]	Required	Required	Required	Required	Required
Pre-award costs	200.407(u)										
	Inclusion of allowable pre-award costs.	200.458	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Required	Waived
	Incur project costs 90 calendar days before the Federal awarding agency makes the Federal award.	200.308(e)(1)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Required	Waived
	Incur project costs more than 90 calendar days pre-award.	200.308(e)(1)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Rearrangement and reconversion costs	200.407(v)										
	Direct charge special arrangements and alterations costs incurred specifically for a Federal award.	200.462(a)	Required	Required[3]	Required	Waived[12]	Required	Required	Required	Required	Required
Selling and marketing costs		200.407(w)									
	Costs of selling and marketing any products or services of the non-Federal entity (unless allowed under §200.421).	200.467	Required	Required	Required	Required	Required	Required	Required[25]	Required	Required
Taxes (including Value Added Tax)		200.407(x)									

		Reference	RTC Overlay	NSF	DOE	NIH	USDANIFA	DOC	NASA	DHS-GFAD	DHS-FEMA
		Use of foreign tax reimbursement for approved activities under the Federal award.	200.470(c)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Travel costs			200.407(y)									
		Inclusion of travel costs for officials covered by 200.444 General costs of government.	200.474(a)	Required	Required	Required	Required	Required	Required	Required	Required	Required
		Travel costs for dependents for travel of duration of six months or more.	200.474(c)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
*		**Any of the authorities may be over-ridden by a special term or condition of award.**										
1		Except where specified otherwise in this matrix, the terms and conditions of award, or the applicable program solicitation or award notice.										
	2	This action requires the prior written approval of the cognizant NSF Program Officer.										
	3	Rearrangement and reconversion costs under $25,000 may be approved by grantees.										
	4	Unless funds are being moved into the "Other" category of participant support.										
	5	Waived, funds added to the amount available for the project.										
	6	Required for the PI and any other individuals specifically named in the Notice of Award.										
	7	Waived, but costs not specifically covered in Subpart F are subject to the NIH Grants Policy Statement (NIHGPS).										
	8	Waived, unless change in scope. For the purposes of Kirschstein-National Research Service Award (NRSA) programs, this term does not apply. NIH will continue to use the terms trainees, trainee-related expenses, and trainee travel in accordance with NRSA Regulations. Participant support costs are only allowable when identified in specific Funding Opportunity Announcements (FOAs).										
		Reference	RTC Overlay	NSF	DOE	NIH	USDANIFA	DOC	NASA	DHS-GFAD	DHS-FEMA	

9	Waived unless change in scope and except when subrecipient is foreign.												
10	Waived except when Notice of Award indicates prior approval is required.												
11	Waived unless change in scope.												
12	Waived for alterations and renovations costing up to $500,000, unless change in scope or rebudgeting into A&R exceeds 25% of budget period total. See Rearrangement and Reconversion Costs within NIH Grants Policy Statement Chapter 7.9.1.												
13	Required, participant support costs are only allowable when identified in specific Funding Opportunity Announcements (FOAs).												
14	This also is required for any co-PI/co-PD on the project.												
15	Only if the total amount of indirect costs charged to the project does not exceed the maximum allowed indirect costs or the institution's negotiated indirect cost rate, whichever is less.												
16	Waived except when: 1) subaward(s) would be more than 50% of the total dollars of the award or 2) subaward is to a federal agency. In these situations, prior approval is required.												
17	Except when the change is a reduction in the amount of approved cost-sharing/match in which case prior approval is required.												
18	If the cost of the equipment is appropriately prorated among the activities to be benefitted.												

#	Description
19	Department of Commerce (DOC) permits non-Federal entities to own equipment upon acquisition without conditions or without obligation to the sponsor at termination of project, unless otherwise specified in a specific award condition. DOC permits trade in equipment to buy replacement equipment.
20	With prior approval, may use to meet cost share requirement.
21	Applies to PIs and co-PIs.
22	Waived unless results in a change of scope.
23	Waived unless total cost share amount is reduced from what was approved in budget.
24	Waived if the cost of equipment is appropriately prorated among the activities to be benefitted.
25	Pertains only to items produced under this award in which the Federal share was used for all or part of the development.

	Citation									
Prior Written Approval (prior approval)*	**200.407**									
Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts	**200.407(a)**									
Changes in principal investigator (PI), project leader, project partner, or scope of effort.	200.201(b)(5)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Cost sharing or matching	**200.407(b)**									
Use of unrecovered indirect costs, including indirect costs on cost sharing or matching.	200.306(c)	Waived	Waived	Waived	Waived	Waived[15]	Waived	Waived	Required	Waived
Use of current fair market value to determine the value of non-Federal entity contributions of services and donations of property for the purposes of cost sharing or matching.	200.306(d)(2)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived
Costs of the fair market value of equipment or other capital assets and fair rental charges for land when the Federal award supports activities that require use of equipment, buildings or land.	200.306(h)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Program Income	**200.407(c)**									
Use of program income during the period of performance (additive method).	200.307(e)(2)	Waived	Waived	Waived	Waived[5]	Waived	Waived	Waived[20]	Waived	Waived
Revision of budget and program plans	**200.407(d)**									
Change in the scope or the objective of the project or program.	200.308(c)(1)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Change in a key person specified in the application or Federal award.	200.308(c)(2)	Required	Required[14]	Required	Required	Required	Required	Required	Required	Required

	Reference	RTC Overlay	NSF	DOE	NIH	USDA NIFA	DOC	NASA	DHS-GFAD	DHS-FEMA
Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project by the approved Project Director (PD) or PI.	200.308(c)(3)	Required	Required[14]	Required	Required[6]	Required	Required	Required[21]	Required	Required
Inclusion, unless waived, of costs that require prior approval in accordance with Subpart E -- Cost Principles.	200.308(c)(4)	Required	Waived[1]	Required	Waived[7]	Required	Required	Required	Required	Required
Transfer of funds budgeted for participant support costs to other categories of expense.	200.308(c)(5)	Required	Required[2]	Required	Waived[8]	Required	Required	Required	Required	Required
Subawarding, transferring or contracting out of any work under a Federal award, including fixed amount subawards as decribed in 200.333. This provision does not apply to the acquisition of supplies, material, equipment or general support services.	200.308(c)(6)	Required	Required	Required	Waived[9]	Waived[16]	Required	Required	Required	Required
Changes in the approved cost-sharing or matching provided by the non-Federal entity.	200.308(c)(7)	Required	Required	Required	Required	Waived[17]	Required	Required	Required	Required
Need for additional Federal funds to complete the project.	200.308(c)(8)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Incur project costs 90 calendar days before the Federal awarding agency makes the Federal award.	200.308(e)(1)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Required	Waived
Incur project costs more than 90 calendar days pre-award.	200.308(e)(1)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Initiate a one-time extension of the period of performance by up to 12 months.	200.308(e)(2)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Required	Waived
Subsequent no-cost extension or extension of more than 12 months.	200.308(e)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Carry-forward of unobligated balances to subsequent budget periods.	200.308(e)(3)	Waived	Waived	Waived	Waived[10]	Waived	Waived	Waived	Required	Waived
Transfer amounts budgeted for indirect costs to absorb increases in direct costs, or vice versa.	200.308(e)(4)	Waived	Waived	Waived	Waived[11]	Waived	Waived	Waived	Required	Waived
Restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal awards in which the Federal share of the project exceeds the simplified acquisition threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency.	200.308(f)	Waived	Waived	Waived	Waived[11]	Waived	Waived	Waived[22, 23]	Required	Waived
Making any fund or budget transfers between construction and non-construction work.	200.308(h)(5)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Real Property	**200.407(e)**									
Encumber real property acquired with Federal funds.	200.311(b)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Transfer of title to the Federal awarding agency or to a third party.	200.311(c)(3)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Special arrangements and alterations costs incurred specifically for a Federal award.	200.462(a)	Required	Required[3]	Required	Waived[12]	Required	Required	Required	Required	Required
	Reference	RTC Overlay	NSF	DOE	NIH	USDA NIFA	DOC	NASA	DHS-GFAD	DHS-FEMA
Equipment	**200.407(f)**									
Encumber equipment acquired with Federal funds.	200.313(c)(1)	Required	Required	Required	Required	Required	Required[19]	Required	Required	Required
Fixed amount subawards	**200.407(g)**									
Subawards based on fixed amounts up to the Simplified Acquisition Threshold, provided that the subawards	200.333	Required	Required	Required	Required	Required	Required	Required	Required	Waived

meet the requirements for fixed amount awards in 200.201.										
Direct Costs	200.407(h)									
Direct charge the salaries of administrative and clerical staff if all conditions in 200.413 are met, excluding 200.413(c)(3).	200.413(c)	Waived	Required	Waived	Waived	Waived	Waived	Waived	Waived	Waived
Compensation -- personal services, paragraph (h)	200.407(i)									
Directly charge payments of incidental activities for which supplemental compensation is allowable under written institutional policy (at a rate not to exceed institutional base salary).	200.430(h)(1)(ii)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived
Faculty salary in excess of Institutional Base Salary (IBS).	200.430(h)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Intra-IHE faculty consulting on a Federal award that exceed a faculty member's base salary.	200.430(h)(3)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Required	Waived
Compensation -- fringe benefits	200.407(j)									
Severance payments to foreign nationals employed by the non-Federal entity outside the US that exceed the amounts customary in the US.	200.431(i)(4)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Severance payments to foreign nationals employed by the non-Federal entity outside the US due to termination of the foreign national as a result of the closing of, or curtailment of activities by, the non-Federal entity in that country.	200.431(i)(5)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Entertainment costs	200.407(k)									
Inclusion of costs of entertainment, including amusement, diversion, and social activities and any associated costs that have a programmatic purpose.	200.438	Required	Required	Required	Required	Required	Required	Required	Required	Required
Equipment and other capital expenditures	200.407(l)									
Direct charge capital expenditures for general purpose equipment.	200.439(b)(1)	Waived	Waived	Waived	Waived[11]	Waived[18]	Waived	Waived[22, 24]	Waived	Waived
Direct charge capital expenditures for buildings and land use.	200.439(b)(1)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Direct charge capital expenditures for special purpose equipment over $5,000.	200.439(b)(2)	Waived	Waived	Waived	Waived[11]	Waived	Waived	Waived[22, 24]	Waived	Waived
Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life.	200.439(b)(3)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Exchange rates	200.407(m)									
Exchange rate fluctuations that result in the need for additional Federal funding, or a reduction in the scope of the project.	200.440(a)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Fines, penalties, damages and other settlements	200.407(n)									
Costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations.	200.441	Required	Required	Required	Required	Required	Required	Required	Required	Required
Fund raising and investment management costs	200.407(o)									
Fund raising costs for the purposes of meeting the Federal program objectives.	200.442(a)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Goods or services for personal use	200.407(p)									

		Reference	RTC Overlay	NSF	DOE	NIH	USDA NIFA	DOC	NASA	DHS-GFAD	DHS-FEMA
	Costs of housing (e.g. depreciation, maintenance, utilities, furnishings, rent, housing allowances and personal living expenses).	200.445(b)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Insurance and indemnification		**200.407(q)**									
	Costs of insurance or of contributions to any reserve covering the risk of loss of, or damage to, Federal Government property.	200.447(b)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Memberships, subscriptions, and professional activity costs, paragraph (c)		**200.407(r)**									
	Costs of membership in any civic or community organization.	200.454(c)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Organization costs		**200.407(s)**									
	Costs such as incorporation fees, brokers' fees, fees to promoters, organizers or management consultants, attorneys, accountants, or investment counselor, whether or not employees of the non-Federal entity in connection with establishment or reorganization.	200.455	Required	Required	Required	Required	Required	Required	Required	Required	Required
Participant support costs		**200.407(t)**									
	Transfer of funds into the participant support cost category.	200.456	Waived	Waived[4]	Waived	Required[13]	Waived	Waived	Waived	Required	Waived
	Transfer of funds budgeted for participant support costs to other categories of expense.	200.308(c)(5)	Required	Required	Required	Waived[8]	Required	Required	Required	Required	Required
Pre-award costs		**200.407(u)**									
	Inclusion of allowable pre-award costs.	200.458	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Required	Waived
	Incur project costs 90 calendar days before the Federal awarding agency makes the Federal award.	200.308(e)(1)	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Required	Waived
	Incur project costs more than 90 calendar days pre-award.	200.308(e)(1)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Rearrangement and reconversion costs		**200.407(v)**									
	Direct charge special arrangements and alterations costs incurred specifically for a Federal award.	200.462(a)	Required	Required[3]	Required	Waived[12]	Required	Required	Required	Required	Required
Selling and marketing costs		**200.407(w)**									
	Costs of selling and marketing any products or services of the non-Federal entity (unless allowed under §200.421).	200.467	Required	Required	Required	Required	Required	Required	Required[25]	Required	Required
Taxes (including Value Added Tax)		**200.407(x)**									
	Use of foreign tax reimbursement for approved activities under the Federal award.	200.470(c)	Required	Required	Required	Required	Required	Required	Required	Required	Required
Travel costs		**200.407(y)**									
	Inclusion of travel costs for officials covered by 200.444 General costs of government.	200.474(a)	Required	Required	Required	Required	Required	Required	Required	Required	Required
	Travel costs for dependents for travel of duration of six months or more.	200.474(c)(2)	Required	Required	Required	Required	Required	Required	Required	Required	Required
*	**Any of the authorities may be over-ridden by a special term or condition of award.**										

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17	Except when the change is a reduction in the amount of approved cost-sharing/match in which case prior approval is required.										
18	If the cost of the equipment is appropriately prorated among the activities to be benefitted.										

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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
    - Extend the Period of Performance of a Project
    - Submit request through portal.
    - PI will need to provide the justification for the request.
    - Should start request 2 -3 months before end of project
    - 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
    - Sometimes SPA Accounting gets left out of the loop so it does not hurt to touch base with them if making charges after the end date of the project.
- Budget Revision Request
    - 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.
    - Use the Restricted Fund Budget Revision Request form found on OSP Accounting's web page and submit through the portal.
    - If it is approved, SPA Accounting will update Banner
- Departmental Responsibilities during the award
    - Direct Charge Expenses to the Appropriate Fund
    - Run Ledgers and Reconcile ALL FUNDS EVERY MONTH (61.01)
    - Monitor Effort Charged on all Funds
    - Charge & Cover Expenses for all Cost Share Obligations in a timely manner
    - Submit Confirmation of Effort Reports by the Specified Due Dates
    - Revise Budgets as needed (Sponsor Approval May be Required)
    - Provide supporting documentation to SPA as requested
    - Understand how to read a ledger
    - Understand how to use transfer codes correctly
    - 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
  - o spadocuments@controller.misstate.edu
  - o Confirm PI reports have been sent and provide copies when requested
  - o Access and use scanned copy of invoice from Xtender during reconciliation
  - o Communicate any relevant information with SPA Accountant
- • Fund Reconciliation
  - o Close at 8am on the 4th Business Day of the Following Month
  - o Refer to MSU Policy 61.01 at policies.msstate.edu for More Information
  - o This Responsibility Should include PI involvement
- • USEFUL BANNER FORMS & REPORTS
  - o FWREXDP –Detail Ledger Report
  - o NWRSALD –Salary Detail Report
  - o FGITRND –Detail Transaction Activity (Exporting Available)
  - o FGIBAVL –Budget Availability Status
  - o FGITBAL –General Ledger Trial Balance
  - o FGIDOCR –Document Retrieval Inquiry (Xtender Access)
- • Close Outs
  - o SPA Accounting will contact you 90 days prior to end date.
  - o Certification of Expenditures is used for Fixed Price Contracts
  - o Complete JLRFs to ensure no salaries post after term
  - o Complete any needed cost transfer
  - o Ensure all supplies have been ordered
  - o Ensure cost share obligation has been met and covered
  - o 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
  - o SPA Accounting will send the form to you by email with it filled in as completely as they can.
  - o 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.