New Faculty Research Orientation
Breakout Session

Navigating Extramural Support by Finding Funding, Submitting Proposals, and Obtaining and Managing Awards

Session Moderator: Twila Fisher Reighley
Asst. Vice President for Research and Graduate Studies
August 17, 2017
Agenda

• Finding Funding
• Limited Submissions
• Navigating Proposals and Awards
• Helpful Resources
• Office of Sponsored Programs
• Contract and Grant Administration
• Sponsored Programs Administration
• Research Administration Metrics and Workgroups
Finding Funding and Proposal Development Assistance

Lauren Aerni-Flessner and Sobha Ramanand
Office of Research Facilitation and Dissemination
Research Orientation, August 17, 2017
External Funding Sources

• **SciVal** [http://www.funding.scival.com/home#b](http://www.funding.scival.com/home#b) comprehensive funding database of federal and private foundations

• **VPRGS website** [http://vprgs.msu.edu/find-funding](http://vprgs.msu.edu/find-funding) lists many external funding sources and internal programs

• **Office of Research Facilitation and Dissemination**
  [http://vprgs.msu.edu/funding-opportunities](http://vprgs.msu.edu/funding-opportunities) some funding or limited submission opportunities emailed directly to faculty

• **MSU Libraries** offers “Grants and Related Resources” at [http://libguides.lib.msu.edu/grants](http://libguides.lib.msu.edu/grants) - including the Foundation Center.

• **Other information sources**: [Office of International Research Collaboration](http://vprgs.msu.edu/funding-opportunities) (OIRC), [Environmental Science & Policy Program](http://vprgs.msu.edu/funding-opportunities) (ESPP)
Proposal Development Assistance

Office of Research Facilitation and Dissemination (ORFD)

• **Funding information:**
  - Disseminate funding opportunity information to colleges, departments and faculty.
  - Assist faculty with identifying funding sources

• **Grant writing assistance:**
  - Assistance and development of grant-related supplementary documents/materials (letters of support, evaluation plans, management plans, proposal-related data, etc.)
  - Proposal formatting and editing
  - Budget assistance

• **Seminars and Workshops** on grant-related topics for early-career faculty.
  Check [http://vprgs.msu.edu/calendar](http://vprgs.msu.edu/calendar) for details.

• **Travel support** for agency visits (matched by college/department).

Contact Lauren Aerni-Flessner (aernifle@msu.edu) and Sobha Ramanand (Ramanand@msu.edu), 432-4499

Note: Your college or department may also offer proposal assistance.
Proposal Development Assistance

OVPRGS Grant Consulting and Editing

- **Consulting** to discuss funding strategies, previous grant reviews, and first draft review
- **Peer-review** coordination for scientific review of your proposal
- **Editing** – content, logic, grammar, help “selling” proposals
- **Seminars & webinars** - check [http://vprgs.msu.edu/calendar](http://vprgs.msu.edu/calendar)

Contact information: 432-3773, RGS.review@campusad.msu.edu

Note: Your college or department may also offer proposal assistance.
Navigating Extramural Support: Submitting Proposals and Obtaining and Managing Awards

Twila Fisher Reighley, Asst. Vice President for Research and Graduate Studies
Katie Cook, Director, Office of Sponsored Programs
Evonne Pedawi, Director, Contract and Grant Administration
Institutionally Limited Proposals

- **Limited submission opportunities**, including faculty scholar and fellowship programs, available at [http://vprgs.msu.edu/funding-opportunities/institutionally-limited](http://vprgs.msu.edu/funding-opportunities/institutionally-limited)

- OVPRGS conducts an **internal selection process** to determine which proposals will be submitted.
  - Where possible, internal deadlines are 8 weeks prior to submission.

- Researchers can **subscribe to a listserv** to receive email updates about opportunities at [limited@msu.edu](mailto:limited@msu.edu)
  - Note, there may be other institutionally limited funding opportunities not listed.

Please direct questions to Doug Gage, gage@msu.edu
It Takes a Village to be Successful

- PI
- ISP
- Provost
- Dean/Chair
- Research Admin.
- SPA/OSP (or B-C)/CGA
- General Counsel
- VP, Finance
- Risk Mgmt
- Purchasing
- Controller
- VPRGS
- MSUT
- CTSI
- Export Controls
- Regulatory Affairs
- Other
- Other
- Other

8/17/17
Defining Acronyms/Terms from Previous Slide

- PI: Principal Investigator
- B-C: Business-CONNECT
- CGA: Contract and Grant Administration
- CTSI: Clinical and Translational Sciences Institute
- ISP: International Studies and Programs
- MSUT: Michigan State University Technologies
- Office of Regulatory Affairs: includes Human Research Protection Program; Animal Care Program; Faculty Conflict of Interest Office; Environmental Health and Safety
- OSP: Office of Sponsored Programs
- SPA: Sponsored Programs Administration
- VPRGS: Vice President for Research and Graduate Studies
Sponsored Programs Administration
(Preaward and Postaward Administration)

Dr. Stephen Hsu
Vice President for Research and
Graduate Studies

Twila Fisher Reighley
Assistant Vice President for Research
and Graduate Studies
Sponsored Programs Administration

Mark Haas
Vice President for Finance and
Treasurer

Office of Sponsored Programs (OSP)
(Preaward)
Katherine Cook
Director

Contract & Grant Administration
(CGA)
(Postaward)
Evonne Pedawi
Director

Sponsored Programs
Administration (SPA)
Support Pre-award
and Post-award

8/17/17
Helpful Resources

• Most departments/colleges provide assistance locally
• SPA/OSP/CGA staff are happy to assist with questions
• Web resources that include video (short clips and longer educational materials)
• Contact a Proposal Team member if transferring grants from another institution
• Sign up for SPA listserv (updates, newsletters, etc., particularly if in unit that doesn’t provide central support):
  https://www.cga.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMQA1ADUA
Helpful Resources: Website

MSU Research Award Life Cycle

- Funding Opportunities
- Proposal Development & Submission
- Award Negotiation & Acceptance
- Account Setup/Modifications
- Award Management
- Award Closeout
Helpful Resources: Website (cont.)

www.spa.msu.edu

The Sponsored Programs Administration (SPA) office department, Office of Sponsored Programs (OSF) and Contract and Grant Administration (CGA), collaborate with MSU's researchers to provide effective and efficient administration throughout the research award process. Read more about the SPA mission and vision.

MSU Research Award Life Cycle

Friday Updates on the KC System Implementation
Since going live with the Proposal Development and Conflict of Interest modules in Kuali Coeus (KC) on April 24, 2017, we've encountered and learned a great deal. We would like to share these things with campus and plan to send updates every Friday through the

Research Administration Project Training
Frequently Required Budget and Proposal Data

KC System Now Available
Use KC for Proposal Development and Conflict of Interest Reporting
- For support materials, click here.
- Email technical questions to lcheselpdesk@msu.edu.
- For technical support, call 937-555-2000.

KC Web Forms
Log in and add keywords, sponsors, non-MSU employees, performance sites.

Frequently Used Tools
- Account Explorer
- Activity Log Search
- All Award Search
- Conflict of Interest Tools
- KFS (Kuali Financial System)
- KC (Kuali Coeus - Research Administration System)
- Portal
- Salary Budget Builder

Would you like some help? START HERE

MSU Delays Implementation of New Federal Procurement Rules
Michigan State University will delay implementation of the new federal procurement rules found at 2 CFR Part 200, beginning with section 200.317, until July 1, 2018. MSU will continue to follow the federal procurement rules

$589,179,948
3.466 2.780
Proposal Tips

• Review and follow RFA/RFP instructions/guidelines.
• Start your budget early. We recommend having the budget complete at least 6 days prior to deadline. OSP will review and let you know of changes within two business days.
• Learn how to review/approve your proposals and complete your COI disclosures by watching the video at the following link: https://ra-project.vprgs.msu.edu/reviewing-and-approving-proposal-completing-coi-disclosures
• Complete proposals (includes having all Dept/College approvals) are to be submitted to OSP at least 3 full business days prior to the submission deadline. OSP’s commitment is to submit on-time proposals, with limited exceptions, at least one business day before the deadline.
• Some departments and/or colleges have an official lead-time policy that establishes an internal proposal preparation and review schedule. Be aware of those policies and adjust accordingly!
• If OSP receives the proposal on the day of the deadline, the proposal will need Associate Dean for Research approval before submission.
Kuali Coeus (KC) – Research Administration (RA) Enterprise-Level System

- Provides MSU faculty and administrative staff with access to the system’s proposal development and conflict of interest modules.
- Benefit from improved information management and transparency throughout the complex life-cycle of proposal development and submission, award administration, and compliance.
- Proposal and budget development eLearning courses are available. Visit https://ra-project.vprgs.msu.edu for more user education, demonstrations, support materials and more.
- KC Help Desk: 517-355-2000 or kchelpdesk@msu.edu.
Award Tips

- Once you know that you will be receiving an award, make sure to start the process to get the compliance approvals necessary for your project as soon as possible.
- Negotiation and signature process through OSP.

**Sponsored Project Award Process Overview**

1) Proposal approved and submitted
2) Stars Aligned
3) Award notification
4) Determine funding type
5) Award reviewed
6) Negotiation
7) Work with appropriate parties to resolve any award issues
8) All approvals in place including any compliance issues resolved
9) Award accepted/executed by both parties
10) Assign project account number
11) Accepted by Board of Trustees
Contract and Grant (CGA) Overview

**CGA**

- **Awards** (Split by Sponsor)
  - New accounts set up
  - Amendments
  - FDP Subawards
  - Effort reports

- **Transactions** (Split by Transaction Type)
  - Expenditure review
  - Purchase orders
  - Error corrections

- **Reports** (Distributed by the manager)
  - Invoices
  - Reports
  - Non-LOC Close-outs

- **Cash Management** (Varies by task)
  - Letter of credit draws (Split by Sponsor)
  - LOC Close-outs (Split by Sponsor)
  - F&A rate proposal
  - Individual Effort

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CGA notes

• Uniform Guidance – a “government-wide framework for grants management.”

• Sponsored research project audits can happen at any point in the award life cycle. If notified of one, contact CGA who is the primary point of contact for external audits.

• CGA is available to meet when receive first award to talk about tools available for account management.
SPA Overview

SPA

Data, Training, Projects
- Data requests (internal/external)
- RA training programs
- Improve RA processes

Systems
- AE/Effort Reporting
- Website
- Special projects to expand award/integrated information

KC Functional Sustaining Team
- Completes operational tasks for RA system
- Facilitate configuration, updates, testing, planning and enhancements
- Intermediary between business operations and technical team

RA = Research Administration
AE = Account Explorer (system)
Data and Information in the following pages on how we’re doing and groups focusing on improvements:

• Metrics:
  • Research
  • Research Administration
• Workgroups
Proposal Point of Service Responses 2014-2017

- Total Responses: 3,706
- Response Rate: 15%
- Overall, 97% either “Agree” or “Strongly Agree”

Award Negotiation Point of Service Responses 2014-2017

- Total Responses: 1,082
- Response Rate: 14%
- Overall, 91% either “Agree” or “Strongly Agree”

Account Setup Point of Service Responses 2014-2017

- Total Responses: 1,082
- Response Rate: 14%
- Overall, 91% either “Agree” or “Strongly Agree”

CGA Survey Responses 2015-2017

- Total Responses: 251
- Response Rate: 9%
- Overall, 89% either “Agree” or “Strongly Agree” on questions targeting specific areas

Help us help you by sharing feedback
Some Groups at MSU Working to Improve Research Administration

- **Council of Research Deans**
  - “Think tank” providing analytical resources to the VPRGS. Researches and reports on issues raised by the VPRGS and also brings matters of interest to his/her attention

- **Sponsored Programs Advisory Committee (SPAC)**
  - Committee of faculty and college/department administrators to provide insight related to pre- and post-award research administration

- Research Administration System Implementation Committee (RASIC)
  - Committee to support the successful implementation of the Research Administration System

- **International Sponsored Awards Workgroup (ISAW), 2015-2017**
  - Workgroup which pursued the potential for increasing MSU’s capacity and improving processes to manage financial and contractual/grant obligations for international sponsored projects
  - [Global Research Administrator Network and Development (GRAND) Forum](#)

- **Sponsored Program Research Opportunities & University Training (SPROUT)**
  - Network of staff at MSU involved in pre-award, post-award and compliance aspects of research administration working together to provide the latest news, training, resources, and information available

- **Essentials of Research Administration (ERA)**
  - Professional Development and Certification Series for Research Administrators
Questions?

- Twila Reighley: reighley@osp.msu.edu
- Katie Cook: farrkat1@osp.msu.edu
- Evonne Pedawi: pedawievi@cga.msu.edu
Appendix A: Sponsored Project Award Process Overview

1) Proposal approved and submitted
2) Stars Aligned
3) Award notification
4) Determine funding type
5) Award reviewed
6) Negotiation
7) Work with appropriate parties to resolve any award issues
8) All approvals in place including any compliance issues resolved
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