Welcome to the Third Annual

External Funding Workshop

Hosted by the Office of Sponsored Programs
and

MSU Graduate School
MSU Procedures for Submitting an External Proposal

Presented by:
Diane Spiller, Pre-Award Coordinator
Office of Sponsored Programs
Pre-Award Checklist

- Contact Diane Spiller in OSP, at ext. 4714 or diane.spiller@mwsu.edu
- Provide proposal guidelines (e.g. RFP or RFA)
- Assistance with grant writing (pre-proposals, proposals, budget justifications)
- Budget preparation
- Proposal submission
- Proposal cover sheet: http://academics.mwsu.edu/osp/
PROPOSAL COVER SHEET

Submit the final draft of the proposal and budget along with this cover sheet and the RFP or guidelines for the funding agency to Office of Sponsored Programs **at least one week** prior to submission deadline. For more information call Ext 4867.

<table>
<thead>
<tr>
<th>Faculty Name(s):</th>
<th>Project Title:</th>
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Submitted to: *List Agency Here*  Date for Submission: ____  Method of Submission: *Choose One*

Grant period: ____ to ____  Total amount requested $____

Total Direct Costs $____  Total Indirect Costs $____  Comments about indirect cost sharing: ____

Proposal commits MSU matching funds or in-kind contributions: *Pick one*  Explain: ____

If funded—Need for additional space/release time (explain): ____

Role of MSU: [ ] Principal  [ ] Co-Principal  [ ] Contract  [ ] Subcontract  Explain: ____

What is the **primary** purpose of this proposal? (Choose **ONE** major function from the choices in the drop-down menu below. For definitions of each of these categories visit [http://www.nacubo.org/](http://www.nacubo.org/))  *Choose One*  Other explanation: ____

What other **secondary** functions are included in the funding request? Choose all that apply from the list below.

- [ ] Instruction  [ ] Research  [ ] Public Service  [ ] Auxiliary Enterprises (Athletics)  [ ] Academic Service/Support  [ ] Institutional Support
- [ ] Other Sponsored Activities  [ ] Scholarships/Fellowships  [ ] Service  [ ] Other: **Please explain here**

Please print, sign, and forward this document to the next person whose signature is needed.

<table>
<thead>
<tr>
<th>Signature below indicates approval of the proposal, according to the guidelines on page 2:</th>
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<tbody>
<tr>
<td>Signature of PI/Project Director ___________________________________________________________</td>
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<tr>
<td>Signature of College Dean _________________________________________________________________</td>
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<tr>
<td>Signature of Finance _________________________________________________________________</td>
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<td>Signature of Advancement ________________________________________________________________</td>
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<td>Signature of Provost ________________________________________________________________</td>
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</table>
| Signature of Director of Office of Sponsored Programs____________________________________ | Date ____________________________
Page 2: Guidelines for Signature:

Signature of the PI/Project Director indicates
- the information in the proposal is accurate
- the proposal is based on their own intellectual work
- the proposal has been critiqued by a knowledgeable peer
- the proposal complies with the funding agency’s guidelines/RFP or RFA
- the project will comply with all MSU policies (including hiring, purchasing, contracting, the Ethical Conduct of Research, etc)

Signature of the Dean indicates
- their support for the project as proposed (personnel, release time, space, resources, etc)
- the work is appropriate to be carried out by the college, department and individuals named

Signature of the Finance Officer indicates
- the proposed budget complies with all financial rules and regulations of MSU and the State of Texas
- the commitments made for matching funds or in-kind contributions will be honored when the proposal is funded
- the expenditures from the grant will be tracked, recorded, and reported in the category indicated on the routing form
  (visit http://www.nacubo.org for more details)
- collaborations and/or contracts have been appropriately entered into (authorization only by the Financial Officer or the President)

Signature of the Advancement Office indicates
- the proposal is not in conflict with current or anticipated fundraising for other MSU purposes

Signature of the Provost indicates
- the proposal is not in conflict with current or anticipated fundraising for other MSU purposes

Signature of the Office of Sponsored Programs indicates
- the proposal has been reviewed for completeness, format, and compliance with funding agency’s guidelines/RFP or RFA
- all appropriate approvals for the project have been obtained
- the work supported by the grant will be tracked, recorded, and reported in the category(s) indicated on the routing form
  (visit http://www.nacubo.org for more details)
Show Me The Money!

Presented by:

Hayley Laughlin
Business Office
Agenda

• Sponsored Project Budgeting

• Cost Sharing: Cash Match and In-Kind Contributions

• Post Award Administration

• Allowability of Costs

• Effort Reporting

• Benefits of Extramural Funding
Budget Components

**Direct Costs**

- Salaries (PI, GA’s, Admin. Support) – Based on FTE (effort)
- Fringe Benefits (30% for FT; 8% for PT or GA’s)
- M&O (materials & supplies)
- Travel
- Subcontracts and consultants
- Equipment
- Participant support (scholarships)

**Indirect Costs**

- Overhead costs incurred that cannot be specifically identified
- AKA Facilities and Administrative (F&A) Costs
- MSU’s IDC Rate = 49.5% of personnel costs
- Included in grant funding limit
Cost Sharing (Matching)

- **Cash Contributions**
  - Costs contributed by MSU not borne by the sponsoring agency
  - Cash Matching: Prior approval needed

- **In-Kind Contributions**
  - Most common is effort (T&E reporting is critical)
  - Other types: office space, travel, supplies, etc.

“To do successful research, you don't need to know everything; you just need to know of one thing that isn't known.” --Arthur Schawlow
I Got The Grant! Now What?

- **Post-award administration**
  - Establish an internal grant **account** and budget
    - Notice of Grant Award (NOGA)
    - Approved budget or signed **contract**

- **Billings and collections**

- **Periodic financial reporting**

- **Grant closeout**
  - Submission of final financial report
  - Return of unused funds
  - Invoice for final payment
  - Collection of any outstanding receivables
Allowable Costs Defined

- **Reasonable**
- **Allocable** to the particular sponsored agreement
- **Consistent** treatment throughout the institution
- **Necessary** to fulfill the Scope of Work (SOW)
- Compliant with any award restrictions
- Incurred during the performance period of the project

*For more guidance, see the OMB Circular A-21, Section J.*
Time and Effort Reporting

• All federal grants require T&E certification
  • Required by OMB Circular A-21, J.10
  • Reconciles actual work with PI’s budget to confirm appropriateness
  • Required for both direct costs and cost share

• Percentage of Effort
  • Based on the percent FTE (from contract)
  • Reported as a direct % of total wages

• Certification of Time & Effort Report Form
  • Splits Sponsored Project time and University time
Effort Reporting Guidelines

• Charges for salaries should reflect actual, substantiated time spent on project – not necessarily the budgeted amount

• Salary charges should be based on current institutional salary found on faculty contract

• T&E reports should be completed monthly

• Business Office needs certified effort reports to retain in the grant file
Show Me The Money!
(What’s In It For Me?)

- Funding for research and publishing costs
- Release time (course load reduction)
- Opportunities for supplemental pay
- Indirect cost generation
Additional Resources

- OMB Circular A-21 (Cost Principles for Educational Institutions)
  http://www.whitehouse.gov/omb/circulars_a021_2004

- OMB Circular A-110 (Uniform Admin. Requirements…)
  http://www.whitehouse.gov/omb/circulars_a110/#1

- EDGAR (Education Department General Admin. Regulations)

- Midwestern State University’s Grant Management Procedures
  http://www.mwsu.edu/busoffice/controller/Grant-Management.asp?LL=1746
Grant Resource Contacts

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Questions