Show Me The Money!

Presented by:

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Office of Sponsored Programs

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Agenda

- Pre-Award Support
- Sponsored Project Budgeting
- Cost Sharing: Cash Match and In-Kind Contributions
- Post Award Administration
- Allowability of Costs
- Effort Reporting
- Benefits of Extramural Funding
Pre-Award Checklist

- Contact Diane Spiller in OSP
- 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/ospHome.asp
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.

Faculty Name(s): [Blank]  Project Title: [Blank]

Submitted to: [Blank]  Date for Submission: [Blank]  Method of Submission: [Choose One]

Grant period: [Blank] to [Blank]  Total amount requested: $[Blank]

Total Direct Costs: $[Blank]  Total Indirect Costs: $[Blank]  Comments about indirect cost sharing: [Blank]

Proposal commits MSU matching funds or in-kind contributions: [Pick one]  Explain: [Blank]

If funded-Need for additional space/release time (explain): [Blank]


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/ ) [Choose One]  Other explanation: [Blank]

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


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

Signature below indicates your approval of the proposal, according to the guidelines on page 2:

*Signature of PI/Project Director  **Signature of College Dean

***Signature of the Provost  ****Signature of Finance

*****Signature of Office of Sponsored Programs
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 (travel, materials & supplies)
  - 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.
  - In-Kind

“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**

- **Cost Principles (Allowability)**

- **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

• Person Months
  Requires conversion from percentage of effort:
  25% of a 9-month academic appt (AY) = 2.25 (9*.25=2.25)
  10% of a 12-month calendar appt (CA) = 1.2 (12*.10=1.2)
  35% of a 3-month summer term appt (SM) = 1.05 (3*.35=1.05)
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)

- SF-424 Federal Guidelines (NIH Application Information)
  http://grants.nih.gov/grants/funding/424/index.htm#inst
Grant Resource Contacts

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Questions