

# Finding Funding



Research Navigation Starter Kit

A scroll with a light brown, aged paper texture, featuring decorative flourishes in the corners. The text is written in a black, serif font.

### Three Truths of Funding

1. *There is money available*
2. *There is more competition*
3. *Researching opportunities is critical to success*

- There is money available
- There is more competition for those funds than ever before
- Researching funding opportunities is critical to grant writing success

# Who makes grants?

## Federal

- 26 Fed. agencies, > 900 programs

## State

- Various agencies

## Local

- City or county govts., local agencies

## Industry

- National, regional or local

## Foundations

- National, regional or local

# How do I start?



- ✓ With an idea; a project that you are passionate about
- ✓ Not with a sponsor
- ✓ Not fundraising for a specific item

# Office of Sponsored Programs Website



The Office of Sponsored Projects is the administrative unit within the division of Academic Affairs which has been authorized to submit and receive externally supported proposals and awards on behalf of the University. OSP facilitates communication between the University, faculty and staff, and sponsoring agencies; and is responsible for ensuring that all proposals and awards comply with university, federal, and sponsor regulations, policies, and procedures.

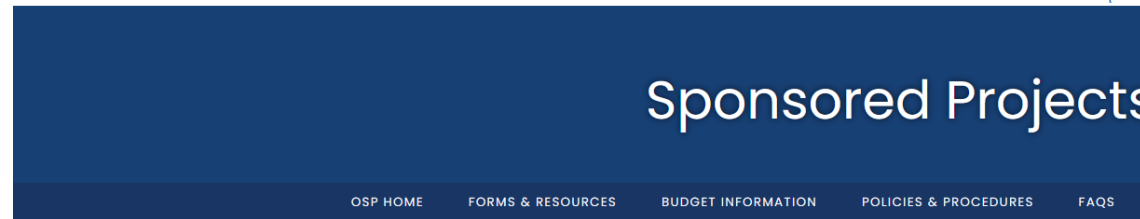


## Mission

The Office of Sponsored Projects strives to support the University's mission by assisting in the pursuit and management of external funds for research, scholarly, and creative activities.

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[www.muw.edu/osp/](http://www.muw.edu/osp/)  
662-329-7140



## Sponsored Project Guidance

- MUW Grant Research Guide
- Principal Investigator and Project Director Criteria

## Funding Research Database

SPIN Database

- Create new profile
- Validating new profiles
- Searching in SPIN
- Category Filters and Search Options
- SPIN Email Alerts



# Sponsored Programs Interest Survey

- ▶ Submit an email to the Director of Sponsored and Collaborative Projects or complete the survey form located on the OSP webpage.
  - ▶ Contact Information
  - ▶ Expertise and Research Interest
  - ▶ Current/Prior Grants Received
  - ▶ Professional Memberships



# Conceptual Outline

- ▶ Conceptual Outline is a tool for finding a potential funding source.
  - ▶ Answer each question thoroughly but succinctly.
    - ▶ 1. What would you like to accomplish?
    - ▶ 2. What are your objectives?
    - ▶ 3. What activities will be carried out?
    - ▶ 4. When do you plan to start and complete each activity? Is this timetable realistic?
    - ▶ 5. How are you going to accomplish the project?
    - ▶ 6. What need are you going to address with this project?
    - ▶ 7. What does the current literature indicate about this project?
    - ▶ 8. Who will lead or perform the actual project? How will the staff be organized?
    - ▶ 9. How much will it cost to accomplish your objectives? What equipment and facilities will be used or needed?
    - ▶ 10. Who will the project benefit and how? What methods are being proposed to achieve the results? What are the plans for the project at the end of the grant?



# How do I find funding?

**infoEd** | SPIN®

## **A Better, more convenient way to search for funding...**

Use SPIN to search for research grants, fellowships, training and various other funding opportunities.

**SPIN MAKES IT EASY TO:**

- Access funding information online, from any browser.
- Organize grant information in one convenient place.
- Gain access to the largest Keyword list, allowing for greater flexibility in your searches.
- Quickly locate Limited Submission Opportunities, Federal or non-Federal programs.

**ACCESS SPIN: [www.infoedglobal.com](http://www.infoedglobal.com)**

SPIN QUICK REFERENCE GUIDE IS AVAILABLE THROUGH YOUR SPIN ADMINISTRATOR

**Work when you want. SPIN is ready 24x7!**



# Find What You're Looking For

- 40,000 Opportunities/10,000 Sponsors and growing!
- Fully customizable advanced search
- Bulletin board style information sharing
- Extensive subject heading vocabulary
- Automated notification of new and updated opportunities



## Create new profile

Navigate to <https://www.muw.edu/osp/funding/>

Click on **SPIN** Search

## Login

Sign in using SPIN™ credentials

Username

Password

Remember me? [What's this?](#)

Login

[Sign In Help](#)

[Need to create a new profile?](#)




## Create Profile

Save

Please enter your information to create a new profile. After clicking, **Save**, you will receive an email confirming the submission of your request to your institution's SPIN administrator.

Institution	<input type="text" value="Select institution from list"/>
First name	<input type="text" value="First"/>
Last name	<input type="text" value="Last"/>
Email address	<input type="text" value="EmailAddress@example.edu"/>
Username	<input type="text" value="EmailAddress@example.edu"/>

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

*Please note new accounts must first be validated by the SPIN Administrator before use.*



# Basic Search

- Returns all relevant results, depending on preferences you may have set in your filters.
- Broaden your search by
  - adding “or” between terms.
  - Adding \* to the end of a word or partial word



# Filters in SPIN

## ► Category Filters

### Applicant Location:

Americas, Northern America, United States, Mississippi

### Applicant Type:

Organization Applicant, Academic or Educational Organization, Higher Education Institution, College or University

### Project Type:

### Project Location:

### Citizenship:

### Sponsor Types:

Selecting an **Applicant Location** filters out opportunities that are limited to a specific state (MUW applicants may not want to see opportunities limited to individuals or organization in another state).

Selecting an **Applicant Type** filters out to those that are available to particular individuals (e.g. Junior Faculty) or organizations (e.g. higher education institution).

It may **not be desired to filter for all categories**. Not selecting a search category results in searches not being filtered by those criteria.



# Keyword Search

- ▶ List of keywords identified by SPIN as being relevant to each article.
- ▶ Keywords are listed by category and subcategory in order to make it easier to choose the most relevant keywords. Multiple keywords are allowable, as is the use of "or"



# Saving Searches

- ▶ Click “save” at the top of the right page
- ▶ Name the search and specify email/update preferences
- ▶ SPIN will run a new search based on your specified criteria and filters
- ▶ To access, click “Saved Searches”



# Funding Alerts

- ▶ Receive an email whenever a new opportunity is posted that matches your search criteria.
- ▶ Click on “Funding Alerts” in order to update your email subscriptions.



# Request for Proposal Overview

- ▶ RFP = Request for Proposal (aka RFA, FOA, PA)
- ▶ Review it closely and identify the **key information**



# Key Information

- ▶ Eligibility
  - ▶ Due Date
  - ▶ Is a Letter of Intent/Pre-Application Required?
  - ▶ Earliest/Anticipated Start Date
  - ▶ Type of Program
  - ▶ Funding Instrument
  - ▶ Application Types Allowed
- ▶ Project Period/Minimum & Maximum Number of Years
  - ▶ Funds Available/Budget Restrictions/Cost Sharing Requirements
  - ▶ Content and Form of Application Submission/Required Attachments
  - ▶ Special Requirements

# Institutional and Individual Eligibility Criteria

- ▶ Mississippi University is the **Applicant Organization** - MUW must meet the Eligibility Criteria
- ▶ Does/do the Principal Investigator(s) (PI) meet the **Individual** Eligibility Criteria
- ▶ You can submit a proposal in response to the RFP/FOA, only if both MUW and the PI meet the eligibility criteria.



# Limited Submissions

- ▶ A **Limited Submission** is a funding opportunity in which the sponsor sets an institutional limit for the number of proposals it will accept.



# What is the Due Date?



- ▶ When is the proposal due to the sponsor?
- ▶ Are there any internal deadlines?
  - ▶ MUW has internal deadline that applies to all proposals.
  - ▶ **Sponsored Program Proposal Approval (IAS)** - This form is an Internal requirement for submitting and approving grant proposals. The approval will be a two step process.
    - ▶ The **first step** will be to complete the form once funding has been identified and a decision has been made to prepare an application. The first part of the form is intended to inform all parties, in the proposal submission process, of the upcoming submission. This will allow resources to be properly allocated in advance to ensure a successful application submission to the funding agency. The first step of approvals will include PI, Department Head, and Director of Sponsored Programs.
    - ▶ The **second step** will be submitting the form for final execution to submit your final proposal. The second step of final approvals will include Dean, VP for Academic Affairs, and VP for Operations & CFO or Office of Alumni and Development.
    - ▶ The IAS Final proposal must be routed to the Office of Sponsored Programs 7 days before the official deadline of the grant.

# MUW Internal Approval Sheet for Sponsored Programs

Mississippi University for Women  
Internal Approval Sheet (IAS) for Sponsored Program

Today's Date: \_\_\_\_\_ Project Due Date: \_\_\_\_\_  
 Principal Investigator (PI): \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Program Title: \_\_\_\_\_  
 Announcement Number: \_\_\_\_\_  
 Sponsoring Program Agency: \_\_\_\_\_  
 Collaborating Agency: \_\_\_\_\_  
 PI with Collaborating Agency: \_\_\_\_\_  
 MUW as Lead Award?   
 MUW as Subaward?   
 Type of Submission: **Full Proposal**

Special Considerations: Does the project involve any of the following?

Cost Share:  Subcontractors Proposed:   
 Release Time:  Consultants Proposed:   
 Student Salary Support:  Development of New Academic Program/Cou:   
 Indirect Cost applicable:  Summer Courses/Conference/Workshops:   
 IRB/IACUC Approval: \_\_\_\_\_ Notes: \_\_\_\_\_  
 Human Subjects:   
 Animal Use:

**Budget:**

	Year One	Year Two	Year Three	Year Four	Year Five	Total
(1) Total Direct Cost						
(2) Total Indirect Cost (%)						
(3) Total Requested Costs						
(4) Total Cost Share						
(5) Project Total Cost (3+4)						

I certify that I have reviewed the details provided on this form, and approve the information as stated.

**Pre-Approval**

Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_  
 Department Chair \_\_\_\_\_ Date \_\_\_\_\_  
 Director of Sponsored Projects \_\_\_\_\_ Date \_\_\_\_\_

The fully executed form with proposal and budget must accompany this form when submitting for final approval.

**Final Approval**

Dean \_\_\_\_\_ Date \_\_\_\_\_  
 VP for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_  
 VP for Operations & CFO \_\_\_\_\_ Date \_\_\_\_\_  
 Office of Alumni & Development \_\_\_\_\_ Date \_\_\_\_\_



# Letter of Intent/Pre-Application Required?

- ▶ Brief letter explaining the idea/project submitted to a funding source as an initial contact. May result in an invitation to submit a full proposal.
- ▶ Depending on the FOA, a Letter of Intent may be:
  - ▶ Required ( What is the Due Date?)
  - ▶ Encouraged, but not required
  - ▶ Not Required/Not Applicable



# What is the Earliest/Anticipated Start Date?

- ▶ The earliest/anticipated start date is the date the PI can propose that the project start.
- ▶ Some sponsors are very specific, some state that awards are anticipated to be made 9-12 months after application receipt.



# What is the Funding Instrument?

- ▶ There are 3 basic funding mechanisms used to support sponsored research:
  - ▶ Grants: a sum of money awarded to an individual, organization, or business that does not need to be paid back. The recipient retains scientific and operational freedom
  - ▶ Contracts: a contract is used to “procure” (purchase) a specific, tangible good or service for the direct benefit or use of the funding agency. The project and its methods are dictated by the sponsor, and the relationship is highly transactional
  - ▶ Cooperative Agreement: a legal instrument of financial assistance used by government agencies (like NASA, NIH or NSF) to transfer money, property, or services to a recipient to carry out a public grant. It is a combination of a grant and a contract. The government funds a project (similar to a grant) but acts as a collaborating partner, working side-by-side with the recipient to achieve shared goals



# What Type of Program is Supported?

- ▶ Some sponsors use various activity names to differentiate between the different types of research-related programs they will support
  - ▶ Research Grants
  - ▶ Career Development Awards, Research Training and Fellowships
  - ▶ Equipment or Instrumentation Grants
  - ▶ Curriculum Development
  - ▶ Small Business Innovation Research



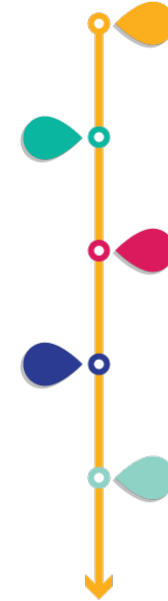
# What Type of Applications Are Accepted?

- ▶ Pre-application, preliminary, pre-proposal or LOI
- ▶ New - Not previously submitted to the sponsor
- ▶ Resubmission - Previously submitted but not funded
- ▶ Renewal - Continued support of an ongoing project
- ▶ Supplemental - Request for additional \$\$ for an ongoing project



# What is the Project Period?

- ▶ At the proposal stage it is important to ask:
  - ▶ What is the time frame?
  - ▶ How much time will it take to complete the project objectives?
  - ▶ Length of an award?
    - ▶ Sponsors often limit the length of an award: 3 months, 1 year, 5 years
    - ▶ If you need a longer time frame than is allowed by a funder, can your project/program be phased?



# Available Funding and Budget Restrictions?

- ▶ At the proposal stage it is important to ask:
  - ▶ What resources (people/expertise, partners, equipment, etc.) are needed to accomplish the objective(s) of the proposed project?
  - ▶ What resources are already available?
  - ▶ OSP Budget Forms
    - ▶ Personal Monthly Calculator
    - ▶ Budget Template
    - ▶ Budget Narrative Sample
- ❖ Sponsors can restrict the type of support and the total amount of support that is available for any project.



## Grant Budgets

In order to develop the proposal budget, it may be helpful to consider the following questions.

1. What is the length of the project?
2. What personnel are needed?
  - a. Who is on the project?
  - b. What duties will be performed?
  - c. How much of their time will be spent on the project?
  - d. What are their current salaries at how many months (9-months, 10-months, or 12- months)?
3. What equipment and facilities are needed?
  - a. How will the equipment be used?
  - b. Why do you need to purchase your own and not share or borrow the equipment?
  - c. What are accurate and current prices for the equipment? (Contact Resources Management for Purchasing Policies)
4. What travel will be necessary?
  - a. Where will you travel?
  - b. Why is travel necessary to fulfill the scope of work on the project?
  - c. Who will travel?
  - d. What are accurate and current prices for tickets, mileage, hotels, per diem, etc.? (Check University Accounting Travel Updates)
5. What supplies are needed?
  - a. How will the supplies be used?
  - b. What are accurate and current prices for the equipment?
6. What are the hidden costs that may be charged to the project?
  - a. What are the fringe benefits that will be charged to the project?
  - b. Is there shipping costs for purchased equipment and supplies?
  - c. Are there page charges for publications?



# Budget

- ▶ Common cost categories:
  - ▶ Personnel (Salaries and Wages) - pays for working directly on the project, calculated by level of effort of hours.
  - ▶ Fringe Benefits - covers payroll taxes, healthcare, and retirement
  - ▶ Travel - includes lodging, flights, mileage, and per diem for project activities and required conferences.
  - ▶ Equipment - tangible assets costing \$5,000 or more with a useful life exceeding one year.
  - ▶ Supplies - consumable items and software licenses with a shorter lifespan and cost under \$5000
  - ▶ Consultant services - Fees and expenses paid to external subject-matter experts or specialized evaluators
  - ▶ Contractual/Subawards - dedicated funds for partner organization that execute a portion of the project.
- ▶ Indirect Costs & Additional Categories:
  - ▶ Indirect Costs (F&A) - shared overhead costs like utilities, accounting, and rent that cannot be directly pinned to a single activity.
  - ▶ Publication Costs - Expenses for printing reports or paying fees in open-access journals
  - ▶ Other Direct Costs - A catch-all for miscellaneous project expenses, such as participant incentives, venue rentals, or specialized computer services.



# Budget

## ▶ Undergraduate Research Expenses

- ▶ To budget undergraduate research expenses successfully, break down your costs into specific, itemized categories. Payment structures vary depending on whether the funds are distributed as hourly wages, flat stipends, or participant compensation. You must clearly justify every expense to demonstrate to the grant committee that your requested amount is reasonable, necessary, and accurately calculated.
  - ▶ Key Expense Categories include:
    - ▶ Supplies and Consumables
    - ▶ Participant compensation
    - ▶ Travel and Housing
    - ▶ Student Wages/Stipends - Clarify if you are requesting an hourly wage (with fringe benefits calculated) or a flat summer stipend.
  - ▶ Budget Payment Structures
    - ▶ Participant Compensation: Typically budgeted as an “Other Direct Cost”
    - ▶ Student Wages: Handled through Human Resources payroll system
    - ▶ Stipends & Participant Support: Many Federal agencies (like NSF) strictly classify this as “Participant Support Costs”. These funds are strictly for the student or participants living allowance, travel or training.

# Allowable, Allocable and Reasonable Cost

- ▶ All direct costs associated with a federally sponsored program must be determined as allowable, allocable and reasonable. This determination is required to support and validate all claims of both direct cost and Facilities and Administrative (F&A/Indirect Cost) reimbursements of funds from the federal sponsoring agency.
  - ▶ Cost is allocable to a particular federal award when it
    - ▶ is incurred specifically for the Federal award;
    - ▶ benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
    - ▶ is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart
  - ▶ Cost is allowable when it
    - ▶ Is reasonable and necessary for the performance of the Federal award
    - ▶ Conforms to any limitations or exclusions set forth in Uniform Administrative Guidance principles or in the Federal award;
    - ▶ is consistently treated according to the policies and procedures of the University and funding agency;
    - ▶ is classified consistently in like circumstances regardless of funding source;
    - ▶ is treated in accordance with generally accepted accounting principles (GAAP);
    - ▶ is not included to meet cost sharing or matching requirements; and is adequately documented.
  - ▶ Cost are reasonable when
    - ▶ The cost is necessary to the success of the project;
    - ▶ Imposed Federal, State and contractual terms and conditional restraints or requirements are satisfied; and
    - ▶ The actions taken reflect what a prudent person would take.
  - ▶ Example of direct costs include salary, travel, scholarship, subcontracts, rental of building space, consultant fees
  - ▶ Example of indirect costs include electricity, water, utilities, and other administrative research services



## Grant Budget: Is Cost Sharing Required?



- ▶ Sponsor may ask that MUW commit allowable expenses for which the research grant will not be charged.
  - ▶ These expenses and the appropriate source must be identified at the proposal stage and appropriate departmental/institutional approvals must be obtained prior to proposal submission.
7. Is there any required cost share? If so, how much?
    - a. What in-kind contributions (donation of volunteer time, space, etc.) will be made to the project?
    - b. What cash contributions (actual cash transactions occur and are documented in the accounting system) will be made to the project? Allocation of compensated faculty/staff time? Purchased supplies? Purchased equipment?
    - c. If cost share obligations are not required, they should not be listed on the budget page and should not have a dollar value assigned in the narrative.
    - d. Cost share the minimum amount required.
    - e. Federal dollars as matching or cost sharing toward another project is not allowed unless you have written authorization from both federal agencies.
    - f. If cost sharing is in a proposal, an obligation will be set up at the time the award is set up. Every effort should be made to meet the obligation within the grant period. Grants whose cost sharing obligation has not been met may be subject to reduction in the award by the agency.

**CAREER Grant for NSF SAMPLE BUDGET**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
<b>Mississippi University for Women</b>						<b>\$256,365</b>
<b>PI Support</b>						
Salary: initially \$6000/month + 2% annual increase, years 1-5	6.5 months @ \$6000/month = \$39,000	4.25 months @ \$6120/month = \$26,010	6.5 months @ \$6242/month = \$40,573	4.25 months @ \$6367/month = \$27,060	6.5 months @ \$6495/month = \$42,216	
Fringe: 28.16% year 1, 33.15% years 2-5, plus health insurance: \$5,094/year, years 1-5	\$16,076	\$13,719	\$18,548	\$14,067	\$19,093	
<b>Equipment</b>						<b>\$297,160</b>
Hirox 3D microscope (Nano Point Scanner)	\$98,000					
Thermo Fisher Desktop Scanning Electron Microscope (Phenom G2 Pharos FE-SEM)	\$199,160					
<b>PI Travel</b>						<b>\$53,500</b>
Domestic conference travel (\$2500/year, years 1-5)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	
Domestic travel to Mississippi Museum of Natural Science (\$1000, year 5)					\$1,000	
International field research (4 weeks per trip, Morocco year 2 & 3, Tanzania year 4 & 5)						
Airfare (\$3000/year)		\$3,000	\$3,000	\$3,000	\$3,000	
Vehicle rental and transportation (\$100/day for 28 days/trip = \$2800)		\$2,800	\$2,800	\$2,800	\$2,800	
Lodging (\$100/night for 28 nights/trip = \$2800)		\$2,800	\$2,800	\$2,800	\$2,800	
Per diem (\$50/day for 28 days/trip = \$1400)		\$1,400	\$1,400	\$1,400	\$1,400	
<b>Participant Support</b>						<b>\$104,600</b>
MUW Undergraduate research stipends (\$4000 per student, 2 students/year, years 2-5)		\$8,000	\$8,000	\$8,000	\$8,000	
Mississippi Natural History Museum assistant						
Exhibit development, construction, and maintenance, \$5000 year 5					\$5,000	
Domestic student conference travel (\$2500/year, years 2-5)		\$2,500	\$2,500	\$2,500	\$2,500	
International field research in Morocco and Tanzania						
4 weeks/year, MUW undergrad and MSU bio masters student						
Airfare (\$3000/year/student)		\$6,000	\$6,000	\$6,000	\$6,000	
Lodging (\$100/night for 28 nights/trip/student)		\$5,600	\$5,600	\$5,600	\$5,600	
Per diem (\$50/day/student for 28 days/trip)		\$2,800	\$2,800	\$2,800	\$2,800	
<b>Materials and Supplies</b>						<b>\$71,200</b>
Field research materials and supplies (\$10,000 in year 1, \$1000 year 2-5)	\$10,000	\$1,000	\$1,000	\$1,000	\$1,000	
Two computers for student research (\$5000 each, bought in year 1)	\$10,000					
3D imaging of setal specimens and surface textures						
Imaging materials and supplies (\$2000 year 1, + \$1000 year 3)	\$2,000		\$1,000			
3D imaging photogrammetry software (Metashape Educational Pro, 2 licenses, year 1)	\$1,200					
Museum exhibit materials and supplies (\$15,000, year 4)				\$15,000		
Public summer STEM course for middle school kids at Plymouth Bluff, MS (years 1-5)						
Course materials and supplies (\$2000, year 1, 1000 year 2-5)	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000	
Conference poster printing costs (\$500/year, year 2-5)		\$500	\$500	\$500	\$500	
Publishing costs (\$5000/year, years 2-5)		\$5,000	\$5,000	\$5,000	\$5,000	
<b>MUW Direct Costs</b>						<b>\$782,825</b>
<b>MUW Indirect Costs (10%, excludes participant support/travel)</b>						<b>\$67,822</b>
<b>Total MUW Costs</b>						<b>\$850,647</b>
<b>Mississippi State University</b>						<b>\$155,611</b>
<b>Participant Support</b>						
Wildlife masters student (lab and field research, middle school STEM course, summers 2-5)						
Salary (\$2000/month for 3 months/year)		\$6,000	\$6,000	\$6,000	\$6,000	
Tuition (\$1200/summer)		\$1,200	\$1,200	\$1,200	\$1,200	
Health Insurance (\$480/month for 3 months/year)		\$480	\$480	\$480	\$480	
Engineering doctoral student (develop FEA models, years 1-3)						
Salary (\$24,000/year)	\$24,000	\$24,000	\$24,000			
Tuition	\$13,596	\$14,276	\$14,990			
Health Insurance	\$1,776	\$1,865	\$1,958			
Engineering undergraduate (build museum exhibit, year 4)						
Salary (\$10/hour, 40 hours/month, 10 months/year)				\$4,000		
Fringe (0.43% only applies to salaries)	\$103	\$129	\$129	\$43	\$26	
<b>Participant Travel</b>						<b>\$14,000</b>
Conference travel & registration						
MSU wildlife masters student (\$2500 year 3 & 5)			\$2,500		\$2,500	
MSU engineering doctoral students (\$3000/year, years 2-4)		\$3,000	\$3,000	\$3,000		
<b>Materials and Supplies</b>						<b>\$21,000</b>
FEA simulation software (Abaqus annual license, \$3000/year, years 1-5)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	
Publishing costs (\$2000/year years 2-4)		\$2,000	\$2,000	\$2,000		
<b>MSU Direct Costs</b>						<b>\$190,611</b>
<b>MSU Indirect Costs (46.5%, excludes participant travel and tuition)</b>						<b>\$59,961</b>
<b>Total MSU Costs</b>						<b>\$250,572</b>
<b>Proposal Total Direct Costs</b>						<b>\$973,436</b>
<b>Proposal Total Indirect</b>						<b>\$127,784</b>
<b>Proposal Total Costs</b>						<b>\$1,101,220</b>



# Effort Reporting

## Personal Monthly Calculator

### Percent Effort to Person Months (PM), and Budgeted Salary Interactive Conversion Spreadsheet

#### Directions

Use the calculator that corresponds to your appointment: Either 12 month (calendar year) or 9 month (Academic Year) Appointment

For 9 Month Appts, chose either academic period or summer period

The yellow box calculators can be used to calculate % effort when starting with Person Months

Insert % effort that you are committing to the project and your institutional base salary in the **the blue squares.**

The calculator will display Effort in "Person Months" for those agencies (e.g., NSF, NIH) that require PM and the salary that should be budgeted.

For 12 month appts the budgeted salary is for the calendar year.

For 9 month appts, the academic year appt will show your salary for the academic year. The Summer Calculator displays your PM and salary for 3 month summer.

Summer salary can be calculated either as a percentage of AY salary or as % effort for the summer.

Faculty with 9 month appts receive their 9 month salary in 10 checks. There are no 10 month appts for the AY.

Any fraction (e.g., 1/12 or 1/6 of AY) should be converted to % effort with the orange calculator.

#### 12 month Calendar Year Appt

% effort for CY	PM	Institutional Base Salary	Budgeted Salary
<input type="text" value="0.00"/>	<input type="text" value=""/>	<input type="text" value=""/>	\$0.00

#### Convert Person Months to % Effort for Calendar Year

PM	% Effort
<input type="text" value=""/>	0.00%

#### 9 month Academic Year Appt

% effort for AY	PM	Institutional Base Salary	Budgeted Salary
<input type="text" value="0.00"/>	<input type="text" value=""/>	<input type="text" value=""/>	\$0.00

#### Convert Person Months to % Effort for Academic Year

PM	% Effort
<input type="text" value=""/>	0.00%

9 month Faculty can calculate summer salary as a percentage of academic year salary:

#### Summer (3 months) Salary Academic Year Appt

% of AY salary	PM	Institutional Base Salary	Budgeted Salary
<input type="text" value="0.00"/>	<input type="text" value=""/>	<input type="text" value=""/>	\$0.00

use above calculator to convert PM  
to % of AY salary



OR they can calculate summer as percentage of their total effort for summer

Summer (3 Months) Salary Academic Year Appt			
% effort for summer	PM	Institutional Base Salary	Budgeted Salary
	0.00		\$0.00

Note: Maximum amount of effort for the summer is 100% or 3 Person Months

Convert Person Months to % Effort for Summer	
PM	% Effort
	0.00%

There are three basic salary (wage) bases: Calendar Year, Academic Year and Summer Term. Here is a month/week/days breakout for each:

Academic Year (AY)	9 months	39 weeks	273 days
Summer Term (SM)	3 months	13 weeks	90 days
Calendar Year (CY)	12 months	52 weeks	365 days

Convert Fraction of AY to % Effort for AY	
Fraction	% Effort
	0.00%

Created 1/2/07; updated 02/06/2008



# Salary Calculations

- ▶ When faculty payments are calculated based on their contract amount, HR uses the number of days in the contract to find the daily rate. This allows HR to be consistent throughout the year, not changing the rate month to month.
  - ▶ Example:  $\$60,000 / 196$  (2026 9 month contract) = \$306.12 daily rate
    - ▶ Contract amount  $\div$  Contract days = daily rate
- ▶ Use the Personal/Month Calculator to calculate % of effort. This will generate the Persons Months and calculate the budgeted salary based on the Institutional Base Salary.
  - ▶ AY Example: 50% effort for 9 month AY = 4.5 person months @ \$60000 base salary = \$30,000 budgeted salary.
    - ▶ % effort for AY      Person Months      Institutional Base Salary      Budgeted Salary
  - ▶ Summer Example:
    - ▶ % effort for Summer 100% = 3.00 person months @ \$60000 base salary = \$20,000



# Proposal Content & Format

- ▶ Keep in mind that conformance with Sponsor proposal Format Instructions is just as important as conformance with proposal Content Instructions.
- ▶ Proposal Content: What forms and attachments are required?
- ▶ Proposal Format: Page limits, font size, spacing and margin requirements
- ▶ This information is often found in the Application Guides



# Special Requirements

- ▶ Additional information in the Appendix
- ▶ PI effort requirement/minimum
- ▶ Cover Letter signed by the PI and the Authorized Institutional Official?
- ▶ Terms and Conditions which must be reviewed by the Office of Sponsored Research prior to proposal submission



# Recap Key Information

✓ Eligibility	✓ Project Period/Minimum & Maximum Number of Years
✓ Due Date	✓ Funds Available/Budget Restrictions/Cost Sharing Requirements
✓ Is a Letter of Intent/Pre-Application Required?	✓ Content and Form of Application
✓ Earliest/Anticipated Start Date	✓ Submission/Required Attachments
✓ Type of Program	✓ Special Requirements
✓ Funding Instrument	
✓ Application Types Allowed	



# Tips and Tricks

- ▶ Start early.
- ▶ Read the RFP thoroughly & more than once.
- ▶ Contact the program officer listed on the RFP if needed or to introduce yourself and discuss your idea.
- ▶ Contact Trish Caston ([plcaston@muw.edu](mailto:plcaston@muw.edu)) if you have questions or need help interpreting the RFP.







# The Role of the Principal Investigator

Pre and Post Award Responsibilities



## The Role of the Principal Investigator

The individual(s) judged by the applicant organization to have the appropriate level of authority & responsibility to direct the project or program supported by the grant.

PI Pre-Award	PI Post-Award	Guidelines
PI - Identifies potential funding & reviews key elements of the grant/project.	<p><b>Notice of Award</b> received. OSP completes grant agreements and gets approval. Executed grant is submitted to University accounting for budget org. setup. PI implements, manages and conducts the project in accordance with university and sponsoring agency rules and regulations.</p> 	PI ensures that the needs meet the Office of Purchasing guidelines; PI works with department to procure by purchase order; PI is responsible for using and following guidelines using University Procurement card.
PI - Submits a Pre-approval IAS form to Department Chair and OSP once funding is identified & decision has been made to prepare an application.	PI - responsible for maintain technical, programmatic and fiscal oversight of related records	The University has a multiple users approver process before an expenditure is executed. Items more than \$5,000 will require 2 quotes and may require contract approval.
<p>PI - Writes the proposal for submission. PI determines the needs based on the award and terms approved in the grant.</p> <p>PI - verifies faculty course release time with Department Chair</p>	<p>PI - prepares monthly account reconciliation</p> 	PI is responsible for verifying anything being received and submits for payment approval. University Accounting inputs the receiving report into Banner which will generate approval ques (PI, OSP, UA) before payment is allocated.
PI - verifies faculty salary and fringe rates with OSP and Human Resources	PI - prepares programmatic and technical reports	
PI - verifies student support guidelines with OSP & Human Resources	PI - initiates budget revision/s	
PI - follows purchasing guidelines set by the Office of Resources Management.	<p>PI - submits Effort Reporting</p> 	Form must be completed at the end of the month for each employee working on the project who does not complete a weekly time sheet.
PI - 7 days prior to submission: PI completes the IAS for final approval to submit grant to Dean, CAO, COO or Foundation.	<p>PI - initiates Sponsored Program Personnel Action Form (SP-PAFs)</p> 	Form used to pay salaries to charge to the correct organization number.
PI - works with AOR to submit grant to the agency.	PI - works with University Accounting for end of grant invoicing and closing out grant according to sponsoring agency agreement.	

