

PRE-AWARD ADMINISTRATION - OPERATING PROCEDURES

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Principal Investigators are responsible for preparation of proposals, including literature review, selection of a conceptual framework, and development of methods appropriate for the study outcome(s).

The Center for Nursing Research, Scholarship, and Innovation (CNRSI) staff will provide support, which has proven to be highly effective in comparable College/Schools of Nursing nationally. Various models of support have been developed within the CNRSI in order to accommodate proposals with standard timelines, proposals responding to RFAs with shortened timelines, proposals with faculty serving as a Co-Investigator or supportive role and proposals with MSU participating as a subcontractor.

The following operating procedures have been written to assist CON faculty who choose to apply for funding (internal or external) to complete specific work detailed within a written proposal. Funding may be received as an award, grant or contract.

Funding Opportunities

Funding opportunities are shared with faculty via email as they are received in the CNRSI. Faculty should also subscribe to list serves and monitor announcements from organizations who provide funding for work relative to their specific program of research.

Funding is also available within the University through the following units:

VPRGS (Vice President for Research & Graduate Studies) – www.vprgs.msu.edu

Three opportunities for internal funding are offered through the Vice President for Research and Graduate Studies:

- 1) Competitive Discretionary Funding Program (DFI) – This program provides internal funds to support research opportunities that have significant potential for external funding and that support the research/scholarly thrusts of departments, colleges and the University. Requests for bridging of grants and seed funding needed for resubmission of a grant application are the types of applications that will be considered. Funding is available for up to \$50,000, with 50% of funding from the VPRGS and 50% from the CON over a 1-year period. Applications are generally accepted starting in August/September of each year until funding has been exhausted.
- 2) Humanities and Arts Research Program (HARP) – The HARP program provides internal MSU funds to support faculty who are conducting important research, creative, and performance projects and activities in the arts and humanities. The limited funding is designed to support faculty for projects that seem likely to enhance the reputation of the faculty member and the university, where external support is not generally available.
- 3) Strategic Partnership Grants (SPG) - This competitive grants program, funded by the Michigan State Foundation, concentrates on major projects in key areas of research, scholarship and creative activities. Funding is available for up to \$400,000 over a 3 -year period. Applications generally solicited in September of each year. The key SPG program goals are to support the initial development of:
 - leading-edge projects that foster highly innovative or conceptually creative research and scholarship in all areas,
 - initiation of new scholarly and creative activities in the arts and humanities,
 - projects that complement the research and scholarship priorities established within departments and colleges
 - multidisciplinary and single investigator "start-up" initiatives
 - projects that have the potential to position MSU as a nationally and internationally recognized leader
 - projects that have potential to yield significant payback for the university

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CTSI (Clinical & Translational Sciences Institute) - <https://ctsi.msu.edu/>

The Clinical and Translational Sciences Institute (CTSI) with funding from the Office of the Vice President for Research and Graduate Studies will provide funds for seed/pilot research projects conceived and designed by clinicians and translational researchers around the State of Michigan through its Pilot and Collaborative Translational and Clinical Studies (PCTCS) program. Success of this program will be judged by the rate at which seed grants produce new extramural funding for clinical and translational research or create new intellectual property at MSU-CTSI partner institutions. Funding is available for up to \$25,000 over a 1-year period. Applications are accepted on a continuous basis during the year.

MSU/Sparrow Center for Innovation and Research (CFIR) – The purpose of the Center for Innovation and Research is to support health care delivery **research** that will affect patient outcomes, safety, quality and cost. Research projects may include pilot or feasibility studies or a new area of research. The research must address the mission and vision of the Center for Nursing, Research, Scholarship, and Innovation.

The MSU/Sparrow Center for Innovation currently solicits Letters of Intent for proposals on a rolling basis. Selected faculty are invited to submit a full proposal. Funding is available for up to \$50,000 over a 1-year period.

Trifecta-

The Trifecta initiative brings together Intellectual Leaders from the Michigan State University Colleges of Communications Arts and Sciences, Engineering and Nursing. Faculty members and graduate students are forging intellectual and operational directives aimed at advancing the delivery of health services for underserved populations.

The initiative allows faculty members to reach out to create genuine collaborations between the three colleges and foster the full potential of cutting-edge interdisciplinary research at MSU.

Research Collaboration

One of MSU's missions is to advance knowledge and transform lives by conducting research of the highest caliber that seeks to answer questions and create solutions in order to expand human understanding and make a positive difference, both locally and globally. To be successful, faculty researchers must identify the best collaborators to accomplish the research goals. Often those collaborators are appointed in another Department or College and sometimes even outside MSU.

Developing new relationships can be time-consuming and sometimes frustrating. The Dean, Associate Deans, and Research Committee have developed guidelines to guide faculty exploring new relationships.

Step 1:

Prior to approaching a potential new collaborator, faculty are encouraged to explore whether the new collaborator would be a "good fit" for their research team.

- Examine the potential collaborator's curriculum vitae.
- Review the potential collaborator's research experience. The Research Administrator can run a list of current and recent funding for the individual from the CGA database.
- Talk with colleagues who have worked with the potential collaborator in order to evaluate whether the individual has the experience needed for the project.

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Step 2:

If the potential collaborator appears to be a good fit, make contact to schedule an introductory meeting. It's often helpful to send the potential collaborator a firm draft of the proposal and their scope of work, should they agree to participate.

During the introductory meeting, several topics should be covered:

- Review your research project, emphasizing what you would need from the potential collaborator and their level of collaboration (see below).
- Review your timeline: If the collaborator has not worked much with NIH, review the NIH timeline for grant submission and funding. Emphasize the number of revisions prior to actually submitting a proposal. Some collaborators have the impression they're being asked to provide certain documents and will be done – they do not perceive grant submission to be an on-going process.
- Your budget: You should start exploring the cost of working with the collaborator. The Research Administrator has access to salary and fringe rates for MSU faculty and staff. It might be helpful to know what someone makes prior to meeting with them so you don't offer to cover a larger effort than you can actually afford during the meeting.

Levels of Collaboration: (Co-Investigator, Statistician, Professional Service)

- Co-Investigator: A Co-Investigator should assume primary responsibility for directing one or more activities in the research project. For these activities, the PI would defer to the Co-Investigator in the areas s/he is responsible for. A Co-Investigator supplements the PI's knowledge in order to contribute significantly to the scientific development or execution of the project.
- Other Significant Contributor: A significant contributor would be responsible for one or more activities in the research project in collaboration with the PI. This could be a Statistician, consultant or other position who assumes responsibility for carrying out an activity under the direction or in consultation with the PI. Other Significant contributors contribute significantly to the scientific development or execution of the project in collaboration with the PI.
- Professional Service: A service is provided when the activity is carried out as specified by the PI. The service provider does not contribute significantly to the scientific development or execution of the project.

Sometimes a second meeting is necessary so that you both can gather information and report back prior to making a decision on whether you wish to work together. After the second meeting, hopefully you will have sufficient information to assess whether the collaborator has the experience you need, can carry out the scope of work you have proposed, and can complete the work for an amount you can afford. **WARNING:** More than 2 meetings could be assumed to be a commitment to work together. If you need to meet more than twice to gather information, be clear that you are still exploring options. Once you request a collaborator's biosketch, it would be assumed a commitment to work together.

Step 3:

Based on your interactions to-date, you should be able to evaluate whether this collaboration is a good fit.

- If the collaborator is unable to meet with you within 7-10 days (and is in town), or doesn't respond to emails and/or telephone calls within 24-48 hours, you may need to consider whether the potential collaborator has the time and/or interest needed to work on your research project.

Suggestions for how to tactfully extract yourself from future negotiations:

- Thank you for taking the time to meet with me and discuss this research project. I'm concerned about whether you can meet the various deadlines for this proposal given your other responsibilities. Perhaps we can work together on a future project.

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- Thank you for taking the time to meet with me and discussing this research project. I'm concerned about the cost of the services you'd be providing and need to find a less expensive alternative. Perhaps we can work together on a larger project in the future.

Step 4:

If negotiations have gone well and you determine the collaborator to be a good fit, you should make a commitment to work together in writing.

- Itemize what is needed and when it is needed by in writing, i.e., a biosketch, a more developed budget, and budget justification, etc.
- Maintain a paper trail of your communications. After each meeting, follow up with an email to overview decisions you believe were made during the meeting.

Step 5:

If you encounter difficulty working with the collaborator after you've made a commitment to work together on the research proposal, schedule a time to meet with the Associate Dean for Research and/or CNRSI Coordinator.

- Bring all correspondence between you and the collaborator to the meeting
- Bring the agreed upon statement of work and preliminary budget

Collaboration with External Agencies

If you plan to work with external agencies or personnel from outside MSU, a budget must be prepared for their work. Investigators should prepare a bulleted scope of work document that clearly describes the work you need them to perform. External agencies will then prepare a budget for completion of the work. Sometimes, negotiation is needed to arrive at a budget amount that seems reasonable to both parties. When the budget has been agreed to, submit a copy to the Research Administrator handling your submission so the cost can be added to your budget.

If the work is service oriented, e.g., development of technology, a Purchase Order will be initiated after funding to pay for the work. If the work involves contact with human subjects, where external staff may be 'engaged in research', a sub-award will be initiated after funding to pay for the work. Work planned for completion through a sub-award requires the sub-award agency to complete a Sub-Recipient Commitment Form prior to submission of the proposal. See the Research Administrator for more information on this process.

Sometimes it is difficult to determine who within external organizations have authority to negotiate budget and sign official documents. Normally, it would be someone in the organization's research office or in their business office, e.g., chief financial officer.

For faculty who wish to work with Sparrow Hospital, there is an Office of Human Research Administration which handles both research-related and IRB-related questions. As of 4/1/15 July Bierlein is the Research Analyst and Heather Park-May is the IRB Administrator. Phones are 517-364-5729 and 517-364-2157, respectively.

Collaborating on a Submission

If faculty will be collaborating on a proposal being submitted by a colleague in another unit (as a Co-Investigator or as a Co-PI) or by another institution (with MSU CON as a sub-award), faculty should complete the Intent to Submit form (described below), and speak with the appropriate Dean. The submitting unit/institution should coordinate with the CON Research Administrator for budget development, F&A calculations, document approval.

For sub-awards, the Research Administrator will need to route an MSU eTransmittal once the budget and budget justification is finalized in order to provide the submitting institution with required documents.

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Intent to Submit Form

Faculty should submit an Intent to Submit form once a discussion with the Associate Dean for Research and Associate Dean for Academic Affairs have been consulted. A PDF fillable version of the Intent to Submit form is available at <http://www.nursing.msu.edu/research/> under “Resources for Researchers\College Resources”. For non-federal submissions, the submission guidelines or requirements should be attached with the Intent to Submit form.

Upon receipt of the Intent to Submit form, a Research Administrator will schedule a Proposal Planning Meeting (PPM) and will send a confirmation email with a tentative submission timeline.

The recommended timeline for proposal submission is as follows:

Estimated Proposal Timeline		
	Research	Education/Shortened
Distribute for internal review	12 weeks prior to due date	6 weeks prior to due date
Start budget	11 weeks prior to due date	5 weeks prior to due date
Receive internal review feedback	10 weeks prior to due date	4 weeks prior to due date
Distribute for external review	8 weeks prior to due date	6 weeks prior to due date
Update budget; contact subcontracts	7 weeks prior to due date	n/a
Receive external review feedback	6 weeks prior to due date	5 weeks prior to due date
Finalize subcontract budgets (request final documents)	5 weeks prior to due date	5 weeks prior to due date
Submit to editor	4 weeks prior to due date	3 weeks prior to due date
Finalize application e.g. proposal, abstract, narrative, human subjects, target enrollment table and data safety plan	3 weeks prior to due date	3 weeks prior to due date
* Finalize budget & justification	3 weeks prior to due date	3 weeks prior to due date
* Submit to CNRSI for processing	2 weeks prior to due date	2 weeks prior to due date
* Submit final application to OSP	1 week prior to due date	1 week prior to due date

* Due dates here are typically not negotiable due to the University proposal submission policy.

Shortened Submission Timeline

In general, following the standard Pre-Award Guidelines will produce the highest quality proposal, however, there may be occasions where it is appropriate to consider an application using a shortened submission timeline.

The following criteria will be used to determine appropriateness/ability to submit using a shortened timeline:

1. Does the faculty member have substantive background and work (e.g., previous applications, existing literature review)?
2. Has faculty member talked with their Program Officer (or Mentor) to consider whether the funding opportunity is a good fit for their work?
3. Can this work be completed without subcontracts? Subcontracts are difficult to coordinate in a short timeframe.
4. Are relationships in place to facilitate quick turnaround for required letters of support?

Faculty should speak to the Associate Dean for Research regarding the appropriateness/approval regarding a shortened submission timeline.

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For proposals approved for a shortened submission timeline:

1. Scientific review procedures will be limited to two reviews; one must be external. These reviews will be conducted simultaneously. A full application is required prior to distribution for review (see Research Administrator for more detail).

Reviewers will be asked to provide their review as quickly as possible, but not longer than 7 days from receipt. Faculty should identify and propose several qualified external reviewers as some reviewers are likely to decline due to the shortened timeline.

2. Documents must be available to meet submission deadlines discussed in the Application Submission section of this document.

Proposal Planning Meeting

Prior to the proposal planning meeting, faculty should complete the following:

- Identify CON fixed term or academic staff, if any, who are key personnel; fixed-term faculty/academic staff should discuss their participation with the appropriate Associate Dean – do not assume fixed-term faculty, academic staff will be released from teaching or administrative responsibilities.
- Consider integrating students.
- Identify appropriate internal reviewers (or the Associate Dean can recommend an internal reviewer).
- Identify appropriate external reviewers (external reviewers should have current or recent funding in a relevant area and recent publications).

During the planning meeting, the sponsor Request for Proposals (RFP) will be discussed. A timeline for development and submission of the proposal will also be discussed, and will be agreed upon by the Research Administrator and the Principal Investigator. The project budget will also be discussed briefly, as a separate meeting to discuss the budget in detail will occur during internal review. The Research Administrator will distribute the agreed upon submission timeline (Proposal Planning Tool for Faculty) and a meeting recap to the investigators following the meeting.

Corporation/Foundation Submissions

If you plan to submit to a corporation or foundation, approval is required from University Development. Complete the Corporate and Foundation Funding Request (See Pre-Award Packet) and submit to the Research Administrator.

eRA Commons

Within “Commons”, the electronic Research Administration (eRA) is the NIH infrastructure that provides for the secure receipt, review and administration of electronic grants. The eRA system provides full grant life-cycle systems: from initiative management, through receipt, referral to proper reviewers, electronically assisted review, flexible award processing, post award program management and oversight, fiscal administration, reporting and closeout.

Principal Investigators (PI) are required to have an eRA Commons account prior to submission of an application to NIH. PI eRA Common accounts are associated with a specific institution. If a PI does not have an eRA Commons account or has relocated to MSU, and needs to have the affiliated institution updated, they should talk with their Research Administrator during the planning meeting.

In order to actively assist faculty members with administration of their award and serve as a liaison between the faculty member and the MSU Office of Sponsored Programs (OSP), it is requested that CON faculty members provide delegate access to the CON Research Administrator. Delegate status allows the CNRSI Research Administrator to view the status

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of an application, as well as to print notice of awards and check on due dates for annual reports. The Research Administrator can provide instructions regarding providing the delegate access.

The ability to electronically submit a carryover request to NIH is available through the Prior Approval module in eRA Commons. Carryover allows leftover, unobligated grantee funds to be carried over from one budget year to another, and may require permission be obtained from the awarding IC.

The Prior Approval module currently supports the electronic submission of the following requests:

- Withdrawal of an application
- \$500K or more in direct costs

Only a Signing Official (SO) will be able to initiate the carryover request.

- **When is a grant eligible for a carryover request?**
 - The grant does not have expanded authority.
 - The Project period has not ended or a no-cost extension (NCE) request has been submitted by the institution requesting additional time.
 - The grant is not in closeout.
 - The grant has not been closed.
- **What information will an SO need to provide for a carryover request?**
 - The carryover request form requires:
 - Amount of funds to be carried over
 - Explanation of unobligated balance
 - Detailed Budget
 - Scientific Justification

The high level steps in Prior Approval are as follows:

- A list of eligible grants will be displayed.
- The SO will pick a grant and initiate the request
- If there is an overdue Federal Financial Report for that grant, the system will issue a warning. The SO can choose to ignore the warning and continue. However, the FFR will have to be submitted before the carryover can be approved by the funding agency.

Note: If the SO wants to initiate a no cost extension request in tandem with the carryover request (and it is within 90 days of the project period end date), a button will allow the SO to do that without searching for the grant again.

Any clarifications and back and forth between the SO and the program official will occur outside of the system. Please note that the subsequent review and approval process remains the same.

For more information, please visit: https://era.nih.gov/era_training/era_videos.cfm#eracommons.

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Budgeting

Draft: A draft budget should be developed by the Research Administrator in collaboration with the PI prior to distribution of the proposal for internal review. The primary purpose of this budget is to evaluate whether the proposed methods can be accomplished with the funds that are available to request. Note: It is expected that PhD students are included in your budget, regardless of the mechanism you are applying for. Integrating PhD students into a study is a form of mentoring. These students can be utilized as research assistants.

Final: A final budget should be prepared once the proposal has been distributed for external review. At this time, the PI is required to submit quotes from vendors or MSU units performing a service. Additionally, a sub-recipient form is required for all agencies engaged in research (e.g., consenting subjects or delivering components to an intervention), signed by an authorized signer. Faculty should finalize their budget prior to distributing the sub-recipient form for signature. If the sub-award budget is altered after the agency has signed the sub-recipient form, a new sub-recipient form will be needed. Faculty should allow at least 3 weeks for agencies to return sub-recipient forms.

Approvals: The final budget and budget justification is routed to OSP and all units (departments/ colleges) who have personnel working on your project, regardless of whether they will be paid with project funds approximately 10 business days prior to submission for review. Once approved, an MSU Quali Coeus (KC) proposal development will be routed via the submitting department for final approval by each MSU investigator's department, unit and OSP.

Cost Share

If cost sharing is required, please complete the Cost Share Request and discuss with the Associate Dean for Research/Academic Affairs. A PDF fillable version of this form is available below:

http://nursing.msu.edu/Images_Docs/Res_Images/Resources%20for%20Researchers/CON%20Cost%20Share%20Request%202.13.14.pdf

Cost share is defined as personnel effort that would be paid by the college over and above the amount of personnel effort to be paid with project funds.

** Please note that voluntary cost share generally will not be approved.

Templates

The CNRSI maintains various templates that may be helpful as you prepare your proposal application. These templates are available at: <http://nursing.msu.edu/Research/Resources%20for%20Researchers/CollegeResources.htm>

The following templates are currently available:

- Biosketch (sample)
- Budget Template
- Component Checklist (with tips on common mistakes by proposal section)
- Data Safety & Monitoring Template
- Human Subjects Template
- Instrument Concept Table (sample)
- Resources and Environment Template
- Suicide and Safety Template
- Fidelity Wording
- Tips for Grant Writing

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Internal Review

The CON has implemented an internal peer review process for all research proposals submitted by CON research faculty. For proposals submitted outside of a shortened submission timeline (i.e., Research timeline above), faculty should allow two weeks for completion of the internal review.

For new submissions, faculty may identify and contact two CON research faculty to review each proposal or they may ask the CNRSI Research Administrator to identify and contact someone to complete the internal reviews. Contact with internal reviewers should occur 3-4 months prior to the planned submission date. Internal reviewers should be faculty who will not have paid or contributed effort on the proposal being submitted. Don't be discouraged if internal reviewers are not content experts in your area of research. Sponsor reviewers may not be experts in your area of research either. You need to write for both audiences. Internal reviewers will be able to identify content that is unclear to readers who are not actively working in your area. Reviewers will analyze the strengths and weaknesses of the significance, investigator descriptions, innovation, approach and scientific aims, environment, and overall impact portions of your submission. Additionally, reviewers will also provide an impact score and comments regarding your proposal.

For resubmissions, faculty will prepare a grid of comments based on the summary statement and indicate how they responded to each identified weakness. The summary statement (and review grid, if available) should be distributed to internal reviewers along with the revised proposal components. For proposals where the timeline between summary statement receipt and the next submission cycle due date is less than 12 weeks, internal review may be waived with approval from the Associate Dean for Research.

Faculty should submit all required review materials to the Research Administrator, who will distribute the proposal materials to the internal reviewers. The faculty PI will be copied on all emails to the reviewer(s). The Research Administrator should check that the faculty PI is included on the email when review comments are received back. The Research Administrator will provide an Internal Review Checklist appropriate for the funding mechanism along with a list of documents to be reviewed (see Pre-Award Packet). The Internal Review Checklist discusses the scientific merit of the proposal, including strengths and weaknesses. Completion of the Review Checklist by the internal reviewer is required. Note that the CNRSI requires a copy of each internal review for the proposal submission files.

Upon request, evidence must be provided to the Associate Dean for Research to show that the changes recommended by reviewers have been used to revise the application or the researcher must provide rationale for not addressing the recommended changes. Pre-tenured faculty are required to prepare a grid of review comments and note changes made in response to each identified weakness.

External Review

The CON has implemented an external review process for all proposals. Faculty PIs should identify two external reviewers, with content expertise in a related area to the research topic. Content expertise may be demonstrated by recent funding or publications similar to the proposed research. Upon approval from the Associate Dean for Research, faculty PIs should contact External Reviewers with tentative dates for the review and submit a recent CV or biosketch for each external reviewer to the Research Administrator. The Associate Dean for Research may be able to assist with identification of external reviewers if needed. Note that contact with external reviewers should occur 2-3 months prior to the submission due date. For proposals submitted outside of a shortened submission timeline (i.e., Research timeline above), faculty should allow two weeks for completion of the external review. Reviewers will analyze the strengths and weaknesses of the significance, investigator descriptions, innovation, approach and scientific aims, environment, and overall impact portions of your submission. Additionally, reviewers will also provide an impact score and comments regarding your proposal.

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If the Faculty PI has a formal External Mentor (through the CON External Mentor program), the external mentor will serve as one of the external reviewers. Compensation for the review is incorporated into the External Mentor honorarium.

External reviewers will be compensated \$400 for their review. Faculty should submit all required review materials to the Research Administrator, who will distribute the proposal materials to the external reviewers. The Research Administrator will provide an External Review Checklist appropriate for the funding mechanism along with a list of documents to be reviewed (see Pre-Award Packet). The External Review Checklist discusses the scientific merit of the proposal, including strengths and weaknesses. Completion of the Review Checklist by the external reviewer is required to receive payment. The Research Administrator should check that the faculty PI is included on the email when review comments are received back. Upon receipt, the Research Administrator will initiate payment.

Upon request, evidence must be provided to the Associate Dean for Research to show that the changes recommended by reviewers have been used to revise the application or the researcher must provide rationale for not addressing the recommended changes. Faculty are encouraged to prepare a grid of review comments and note changes made in response to each identified weakness. Note that the CNRSI requires a copy of each external review for the proposal submission files.

Resources

The CNRSI provides supports and resources for all proposals. Use of the in-house editor is encouraged. The Research Administrator also maintains a list of "on-call" editors. Normal turnaround is 5-7 days, which means proposals must be available 3-4 weeks prior to submission for editing. Editing is required for all external proposals. For proposals where the timeline between summary statement receipt and the next submission cycle due date is less than 12 weeks, editing may be waived with approval from the Associate Dean for Research.

Alternatively, the VPRGS has editors on retainer. VPRGS editors have a scientific background and are frequently able to comment on areas that need to be strengthened scientifically in addition to suggesting grammar edits. The cost for VPRGS editing is \$2,000; half may be covered by the VPRGS office. With approval of the Associate Dean for Research, the CON will contribute to the VPRGS editor cost as follows:

- CON will cover the full amount that is not covered by the VPRGS on proposals using the MSU federally approved rate for research proposals and with total project direct costs of \$100,000 or more.
- CON will cover half the amount that is not covered by the VPRGS for proposals using less than the MSU federally approved rate for research proposals or with total project direct costs less than \$100,000.

Additionally, the CNRSI provides statistical support through an in-house statistician and CSTAT.

Process for determining statistical support with CON statistician-

1. The CON statistician will meet with the CON faculty member to determine the research question, and negotiate analysis needs versus wants.
2. For needs that the CON statistician cannot meet, the CON statistician and faculty member will work together to create a 1-page document describing the needs.
3. This document will then be submitted to the Professor of Epidemiology and Biostatistics and Statistics Director, and a working agreement will be negotiated with a faculty member of the Department of Epidemiology and Biostatistics in order to complete the requested statistical analysis.

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Please note: If you are having difficulty accessing any of these resources, please contact the Associate Dean for Research for networking assistance.

Application Submission – MSU Sponsored Programs Proposal Submission Policy (NOTE – the CON proposal submission procedures allow for this policy, but it’s noted below in case of a shortened submission timeline)

Budget processing: No less than **10 business days** prior to the submission due date, the Research Administrator must forward your RFA and budget to OSP for review. Following OSP review, the Research Administrator will send the budget and budget justification to units (MSU departments/colleges) with personnel working on the project for approval. At least 6 days prior to the submission due date, a final budget must be submitted to OSP with any changes identified by OSP or units during their review. Signed sub-recipient forms must be submitted at this time. Once the final budget is approved, the Research Administrator will prepare and route the eTransmittal. Required attachments include the budget, budget justification, and abstract. The eTransmittal must be fully routed and signed by all investigators, their Department Chairs, and Deans no later than 3 business days prior to the due date, or the proposal will be considered “late” in OSP.

Application preparation: Final proposal documents should be submitted to the Research Administrator two weeks prior to the submission due date. For electronic applications, the Research Administrator converts word documents to pdf, and uploads pdf documents to the electronic application. The Research Administrator checks that the application instructions have been followed as this process is completed. Faculty choosing to submit PDF documents instead of Word documents will be responsible for checking that application formatting requirements and page limitations are met. The Research Administrator is not able to verify instructions have been followed when PDF documents are submitted. No later than 3 days prior to submission, the Research Administrator must send the final application to OSP for review and submission. (Note: for foundation sponsors, the Research Administrator may submit directly to the sponsor or faculty may submit the final application, depending on the foundation’s submission process.)

Just-In-Time (JIT) Processing

NIH routinely requests additional information from all Principal Investigators receiving an impact score of 40 or less. This is called ‘Just-In-Time’ processing and is not an indicator of possible award. If you receive a request for additional information directly from the Program Officer, the Research Administrator will assist you with compiling the information, and coordinate with OSP for submission of the information to NIH. Note that there are periodic JIT emails that are automatically generated from NIH; you should forward those to your Research Administrator. Typically, you only need to respond to these requests if they have been sent by the Program Officer, and NOT automated emails.

Notice of Award

When you receive a Notice of Award, forward the information to the Research Administrator as soon as possible. **Note:** The Research Administrator should be the only person communicating with the grantor including, but not limited to, submission of grant proposals, award acceptance, re-budgeting requests, and no-cost extension requests. S/he will coordinate with OSP to provide necessary documentation in order to accept the award on behalf of Michigan State University. Do not accept any terms, conditions, awards, etc., until OSP has completed review of the award materials. At times, it may take a month to negotiate the terms and conditions and actually receive funding.

Note: The processes outline above should be followed in order to receive the proper approval to submit the proposal.