



THE FIRST TIMER'S
GUIDE TO
SUBMITTING A
GRANT PROPOSAL
AT MSU

BEFORE WE BEGIN...

Q&A

RECORDING & SLIDES

EVALUATIONS

NEXT EVENT



ORED Seminar Series
February 9, 2021

OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT

- Oversees, provides support for, and disseminates information on all research and outreach initiatives;
- Works with the President, Provost, Faculty Senate, and legislative liaisons regarding strategic investments, institution-wide research and outreach targets, and potential partnerships;
- Institutional resource for information on funding opportunities, and research integrity;
- Provides oversight for several institutional multi-disciplinary Centers and Institutes
- Lead unit for research advocacy (external & internal –in concert with ADRs)
- Support units work collaboratively to reduce administrative burden on investigators



Dr. Julie Jordan
Vice President for Research
& Economic Development

ORED ADMINISTRATIVE/SUPPORT* REPORTING UNITS

Office of
Sponsored
Projects

Office of
Research
Compliance &
Security

Office of
Technology
Management

Office of
Research
Development

Office of Lab
Animal Resources

Office of
Environmental
Health & Safety

OFFICE OF SPONSORED PROJECTS

- Serve as Authorized Organization Representative; represent MSU in communication with agencies/sponsors
- Review for compliance with **federal, agency, and institutional regulations**
- Review proposals for correct formatting, completeness, and accuracy prior to submission
- Agree to required assurances and other submission protocols
- Ensure appropriate notification and processing of regulatory matters concerning safety and human protections, security, etc.
- Confirm PI credentials with sponsor
- Facilitate communication with Program Officer/ Sponsor Representatives



ASSOCIATE DEANS FOR RESEARCH

ADRS play a vital role in MSU's research enterprise:

- Work with ORED in identifying strategic initiatives and opportunities for collaboration
- Advocate for faculty and manage the research/funding portfolio for their respective College
- Convene as a body with the Faculty Research Advisory Council, Faculty Senate, and ad hoc for research-related issues
- ADRs are involved in research policy formulation and implementation
- Serve as a resource for faculty and admin staff regarding opportunities, services, policies, and procedures

Bagley College of Engineering	Kari Babski-Reeves
College of Agriculture and Life Sciences	Wes Burger
College of Arts and Sciences	Giselle T. Munn
Shackouls Honors College	Anastasia Elder
College of Architecture, Art & Design	Jeffrey Haupt
College of Education	Teresa Jayroe
College of Business	Sharon Oswald
College of Veterinary Medicine	David Smith
University Library	Stephen Cunetto

DEPARTMENT HEADS / DEAN / DIRECTORS

- Manage personnel portfolios regarding research expectations and appointment type
- Support PIs by disseminating relevant funding opportunities, identify strategic opportunities, collaboration, etc.
- Support OSP protocol by adhering to policies and procedures concerning submission timelines and sponsor requirements regarding responsible conduct of research
- Authorize cost share, in-kind, and matching funds, where applicable
- Provide letters of support for projects on behalf of college/department, as appropriate
- Approve final proposal submission as evidenced by signed IAS

DEPARTMENTAL / UNIT ADMINISTRATORS OR SPECIALISTS

- Responsible for maintaining policies and procedures of the department/college
- Assist with budget development (locating source info for costs, ie. salary, travel, student employee, fringe and F & A rates, etc.)
- Assist with preparation and compilation of supplemental documents such as personnel docs (biosketches, C & P, Collaborators,) letters of support, commitment, subs, etc.
- Assist with formatting to agency guidance
- Assist with upload of proposal components into submission vehicle
- Facilitate internal review and approval of leadership ; forward to OSP
- Coordinate with OSP for administrative review
- Other pre- and post-award tasks by role

LEAD INVESTIGATOR & SENIOR PERSONNEL

PI

- Overall leadership and direction of project; team management
- Technical expertise
- Coordination with collaborators (including potential subrecipients, evaluators, advisors, etc.)
- Responsible for data-collection, review of literature, coordination with collaborators, timeline, and scope of work
- Drafts proposal components (with assistance as requested)
- Responsible for initiating all processes for development and submission

Senior Personnel (co-Is)

- Complete proposal components as requested by PI
- Contribute supplemental documents in timely fashion and in correct format
- Commit fully to participation and production of quality product (ex. time and effort/involvement in development)

Proposal Preparation vs. Development

MISSISSIPPI STATE UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Search ORD

About Services Finding Funding Proposal Preparation Programs Request Assistance

Sponsored Projects Alert COVID-19 Information for Researchers

Office of Research Development

We support individual and institutional efforts to attract external funding through development of quality, competitive proposals, strategic collaboration, and providing expert support to foster professional development and build capacity of researchers to expand MSU's research portfolio.

Services
Finding Funding
Proposal Preparation
Education and Events

Toolkits & Templates

The following are examples and resources the Office of Research Development can provide or assist with. Many will be posted here soon, however, please reach out to us to request these tools and templates by completing a [Development Support Request](#).

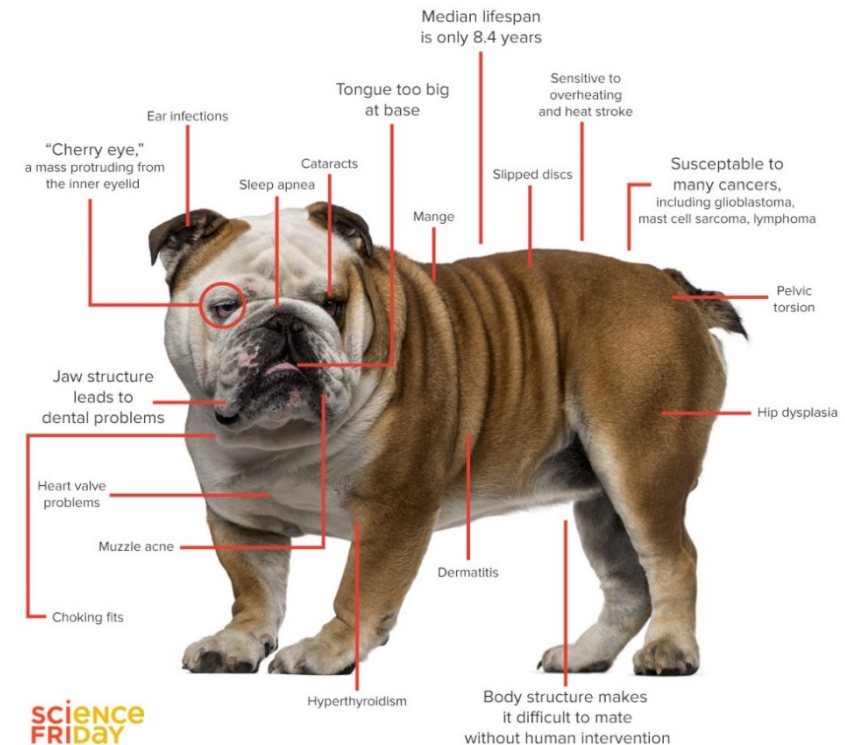
- + Project Design Resources
- + Agency-specific guidance & checklists
- + Administrative resources and forms
- + Budget guidance and resources
- + Personnel Documents
- + Supplemental Document Templates & Resources

Administration: Complete and Compliant
Development: Compelling and Cognizant



Proposal Preparation – the Logistics

1. Solicitation selection and analysis (project planning and design, ID collaborators)
2. Notification of Dept. Head/Dean/Director, etc. of intent to apply
3. Create OSP Service Request Portal Ticket
4. Register for agency and/or submission platform credentials, if needed
5. Complete Responsible Conduct of Research/Financial Conflict of Interest & complete Human/Animal subjects and/or security protocols, if applicable
6. Collect and Finalize Proposal Components
7. Coordination with collaborators (subawards & non-financial agreements)
8. Create proposal package in submission portal (ex. Fastlane, Cayuse)
9. Finalize and approve budget, budget justification, etc.
10. Initiate and route Internal Approval Sheet for approvals
11. Upload all content into submission vehicle & provide submission authorization to OSP



1. Review & Analyze Solicitation

- Eligibility (PI, institution, career status, etc.)
- Limited Submission?
- Review criteria varies by agency; some are standard, some are solicitation specific
- Submission procedures
- Deadlines (reasonable timeline?)
- Budget caps/ matching?
- Agency contacts/ Program Officers
- OSP contacts
- Request ORD assistance, if needed, for development support services (competitive intelligence, outline, timelines, referrals, etc.)



2. Notification of Intent to Apply

Who?

- Department Head
- Department Administrator/Support Team
- OSP (Portal Ticket)
- Director/Dean, as appropriate
 - Collaborators? Be sure to have them notify their respective approval chains, too.

When?

- As soon as you know you plan to submit a proposal
- Consider Timeline (final product must be ready for OSP review no less than 3 days prior to funder deadline.)
- What are your internal/departmental processes?

3. Notify OSP via Service Request Portal

- PI or designee should initiate a “Proposal Submission Request” via <https://www.osp.msstate.edu/servicerequestportal/>
- Step-by-step tutorial for submission ticket, non-financial agreements, and development support requests
 - System allows for tracking and transparency
 - You are assigned directly to the OSP specialist for the funding agency (or lead entity)
 - All necessary parties can be added/removed as proposal evolves
 - New users create an account with MSU ID, ex. sth207@msstate.edu

When?

- As soon as you know you plan to submit and the rfp is available
- ***Later than 3 days? Consult your dept. and ADR for VP approval***



4. Register for Agency/Platform Credentials

PI(s) and Key Project Personnel must be registered with the appropriate agency (NSF Research.gov/ NIH eRA Commons. Complete and submit this form to OSP: <https://www.osp.msstate.edu/forms> > Commons Registration or contact your assigned OSP administrator.

- **OSP is the authorized organizational representative for MSU.**
- Individual Investigators do not have authority to commit resources or enter into contractual obligations on behalf of the university.
- Each agency/project has a submission process. (eCommons, Grants.gov., Research.gov., Cayuse, other.) OSP can assist with creation or affiliations of existing accounts to MSU.
- If a sponsor or platform requires the PI to submit, OSP must still approve and all processes must be followed per usual.

5. Complete Required Protocols

- Responsible Conduct of Research
 - Financial Conflict of Interest Disclosure
 - Animal Subjects
 - Human Subjects/ IRB (full or developmental approval?)
 - Biohazards
 - ITAR/security, etc.
-
- All Key Personnel should be up to date with training in RCR and FCOI as required by the funding agency to which the proposal is submitted. See info at the Office of Research Compliance to check status and enroll/complete training:
<http://www.orc.msstate.edu/training/>



6. Finalize and Collect all Proposal Components

Typical Proposal Components*:

- Abstract/ Summary
- Narrative/Project Description/ Statement of Work/ Research Strategy
 - Introduction/ Overview
 - Need statement/ Problem Statement
 - Goals and Objectives
 - Methods/Work Plan/Timeline/Approach/Intervention
 - Capacity (personnel, infrastructure, facilities, management plan)
 - Evaluation
 - Dissemination and/or Sustainability
- Budget & Justification
- Supporting and Supplementary Documents
 - Letters, references, facilities, mentoring, protocols, bios, data mgmt

*ordering varies by funder, program, solicitation



7. Coordinate with Collaborators

- ALL types! (internal/external; public/private, etc.)
- Collect collaborators' agency credentials if needed
- Collect required proposal components from partners
- Other types of non-financial agreements (MOU, MTA, teaming agreement, NDA, etc.)
- Procure required letters (varies by solicitation and type)
- Subaward information required from form or Federal Demonstration Partnership clearinghouse:
<https://fdpclearinghouse.org/>
- Subrecipient Commitment Form (work with dept./college/OSP)



8. Create Proposal Package in Platform

- Any proposal that should be submitted via grants.gov goes through MSU's Cayuse system. www.osp.msstate.edu. Create your proposal package and follow instructions/prompts.
- If your proposal is to the National Science Foundation, you will create a proposal in Fastlane/Research.gov. www.research.gov.
- Some proposals go to sponsors via email; OSP will package and submit. Proposals to another university will typically be submitted this way.
- If your submission must go through an organizational website, OSP must still approve and receive confirmation of submission.

9. Budget and Budget Justification Approval

- Regardless of the method of submission, you will prepare an internal budget. Confirm with your dept. if there is a preferred format/template.
- Be prepared for and aware of potential issues with budget approval (costshare? Matching? In-kind? Recovered Indirect?)
- Consider collaborators –final budget request is needed to complete forms
- Proposals submitted via Cayuse use a standard R&R budget format.
- NSF's Research.gov/Fastlane budget forms follow their agency guidance.
- See www.osp.msstate.edu for budget resources
 - OSP quick facts
 - Fringe rates
 - Effort person-months converter



10. Internal Approval Sheet

<http://osp.msstate.edu/forms/>

IAS must be completed and signed by all investigators, appropriate dept. heads, and deans of all investigators. *Cost share, if applicable, should be noted and approved as instructed on the IAS.* OSP will not submit a proposal without a completed IAS.

- IAS is essential for MSU's data collection as a Research University
- Ensures correct assignment of credit to investigators

11. Upload & Authorize Submission

- Converting and uploading tasks (who does this in your dept.?)
- Final IAS signed and uploaded to Service Portal
- Final PI authorization to submit is received through portal or email

OSP will submit. **PIs and support personnel are not authorized to submit proposals on behalf of MSU.**

Shortly after submission, OSP will provide notification and tracking updates acknowledging receipt.

*take nap! 😊



RECAP

- The “Frontline” for most questions is your department administration team and your ADR
- OSP is the central-level authorization and signatory office
- ORED/ORD are support services

- Key procedural tasks are OSP ticket and Internal Approval Sheet

OFFICE OF RESEARCH DEVELOPMENT (BY REFERRAL/REQUEST)

- Strategic planning for proposal development and aligned with goals of MSU, ORED, and unit
- Preparation and management of rfp-specific development outlines and timeline
- Team building and coordination of proposal assignments
- Facilitate resources for pertinent data/services/collaborators (ex: community, institution, demographic, student, evaluation, stakeholder engagement, consultants, etc.)
- Provide templates and boilerplate language for narrative components and supplemental documents, when available
- Editorial, formatting, stylistic reviews; including facilitation of peer/technical review
- Review for compliance with review criteria, agency guidance, and sponsor's funding priorities
- Serve as a liaison between PI/Department and OSP regarding processes and policies



QUESTION TIME!

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