



## Division of Engineering Research

### AREAS:

- Pre-Award Focus - proposal processing, budgets, transmittals, other forms
- Resource for Funding Opportunities
- Cost-share funds
- Start-up funds
- Research/Proposal data for individuals, depts., college
- Testing (fee-for-service)
- Tech. Transfer, patents, MTA, NDA assistance
- Building/lab/safety/machine shop issues



Michigan State University College of

**Engineering**

**S**

**Division of Engineering Research**

**NEW FACULTY DER ORIENTATION**

**WELCOME !**

- **More information can be found at:**
  - [www.egr.msu.edu/egr/research](http://www.egr.msu.edu/egr/research)



## Research and Graduate Programs

### Research and Graduate Programs

- 14 degree-granting Colleges in the University
  - Natural Science: Chemistry, Physics, Packaging, Cyclotron, Center for Microbial Ecology, Geology, Physiology, Biochemistry
  - Health Colleges: Human Medicine, Osteopathic Medicine, Veterinary Medicine, Nursing
  - Agriculture & Natural Resources: Food Science
- 5 departments in the College, 9 graduate programs
  - Civil & Environmental Engineering
  - Chemical Engineering & Materials Science
  - Computer Science & Engineering
  - Electrical & Computer Engineering
  - Mechanical Engineering



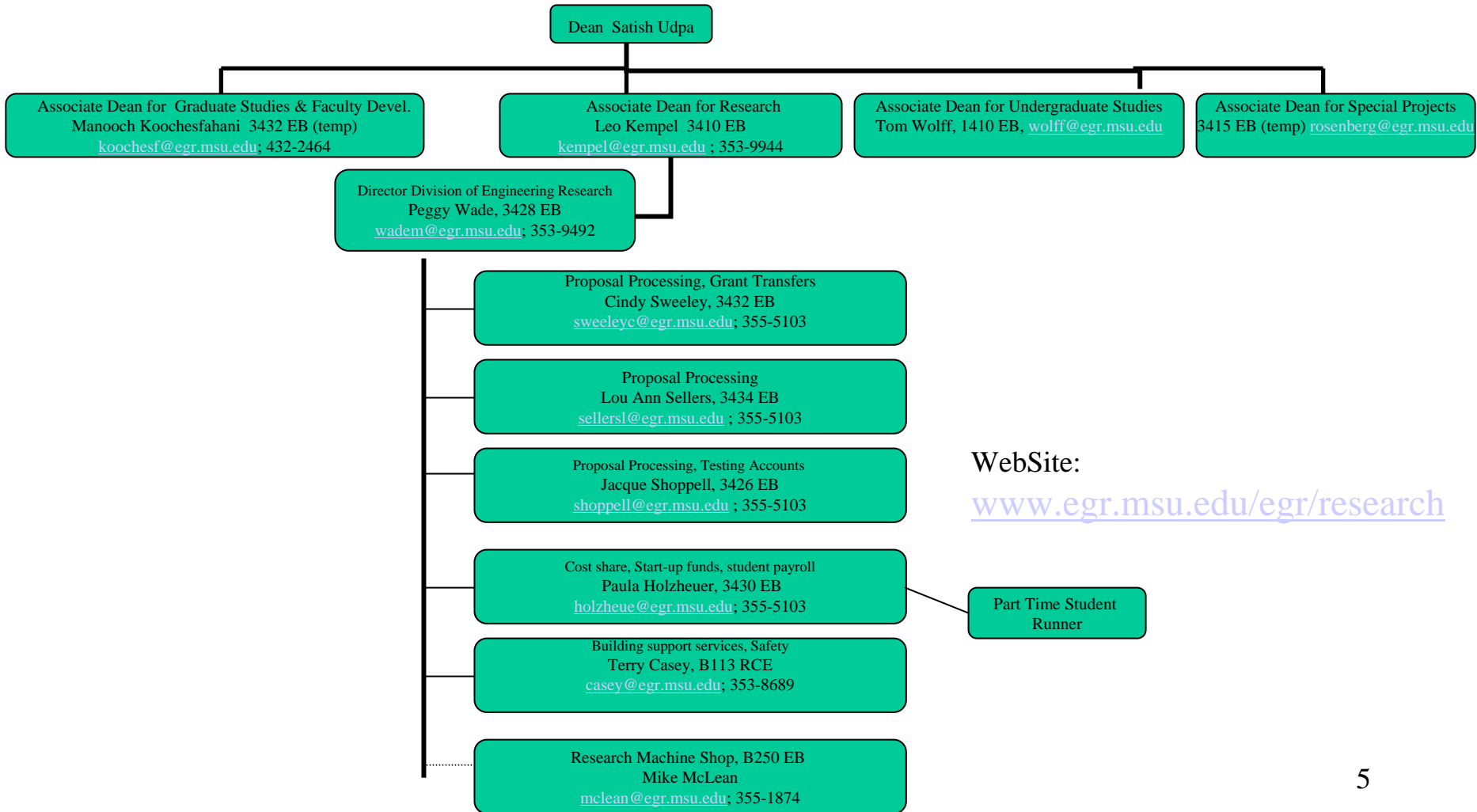
## New faculty research orientation

### **Get acquainted with research activities!**

- **Browse the MSU web for**
  - Centers that cross-cut departments and colleges
  - Groups that lie within departments
  - Faculty activities
- **Talk with colleagues**
- **Attend seminars of all kinds**



# DER Staff and Contact Information





## Proposal Processing

- **Contact Cindy/Lou Ann/Jacque - 355-5103;**  
[proposals@egr.msu.edu](mailto:proposals@egr.msu.edu)
- **Solicitation and Deadline; Contract or Grant?**
- **Budget Preparation, Transmittal Form, Conflict of Interest form, other Agency Forms and Certifications**
- **Signature Acquisition**
- **Proposal processing web-form & other info. (no Netscape)**
- [http://www.egr.msu.edu/egr/research/PROPOSAL\\_PROCESSINGSTEPS.12033.htm](http://www.egr.msu.edu/egr/research/PROPOSAL_PROCESSINGSTEPS.12033.htm)

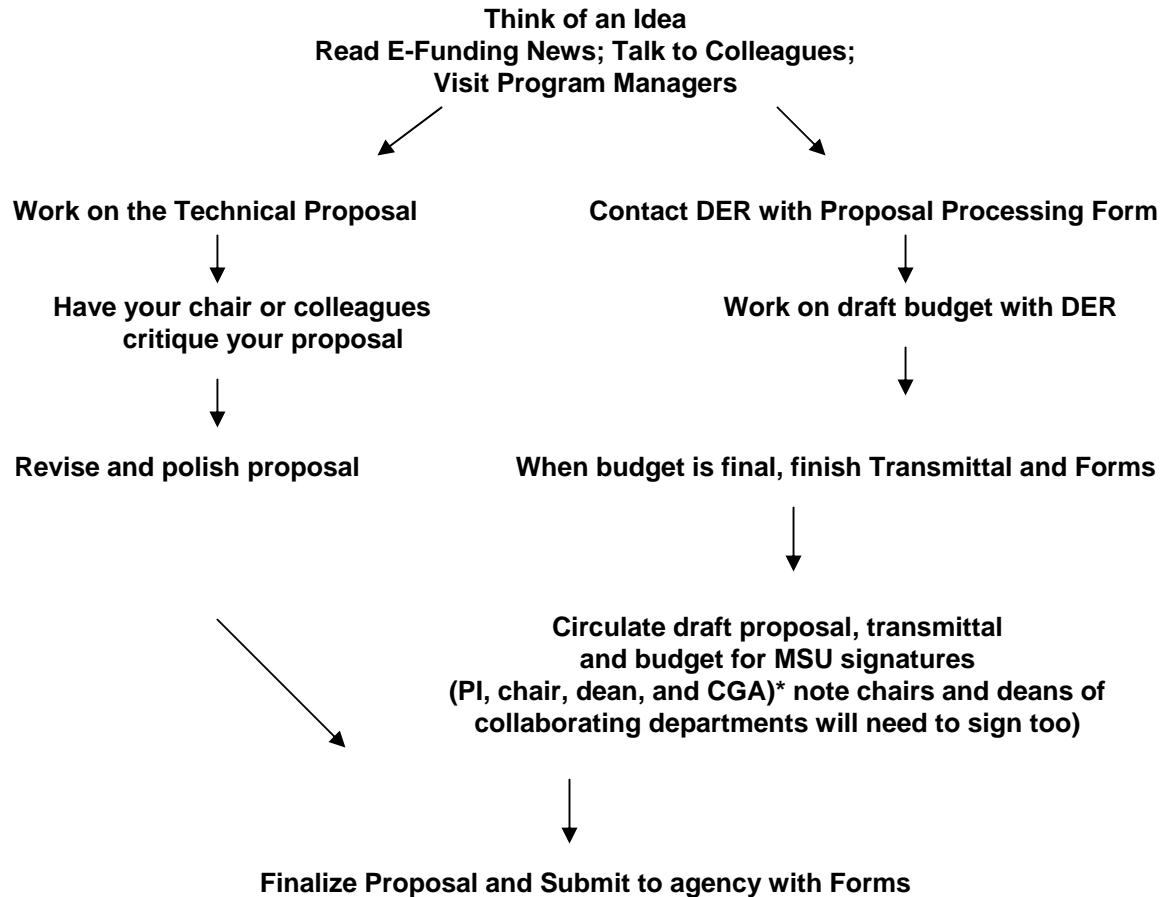
# proposals/FY 07-08 = 476

**Please Plan Ahead...** 6



# Proposal Flow Chart

## Submitting a Research Proposal





## Budget Preparation

- **Contact Cindy/Lou Ann/Jacque first**
- **Be prepared to provide firm start and end dates of project**
- **Provide RFP info so budget restrictions, contract terms, etc. can be reviewed**
- **Provide estimates of faculty time, # students, equipment, travel for first draft**
- **Overhead and Cost Share issues**



## Transmittals

- **What is a transmittal? *Affects expenditure/overhead distribution***
- **When is it used (yes, you need one for subcontracts)**
- **Budget needs to be finalized before the transmittal is prepared.**
- **Signature Process.**
- **Transmittal is not typically sent to the Agency.**



## Contracts and Grants

- **Main Contracts and Grants Web Site**

<http://www.cga.msu.edu/>

- **Frequently needed Data for Proposal Forms**

<http://www.cga.msu.edu/default.asp?cont=qfacts>



## NSF Fastlane

- **All NSF Proposals are required to be submitted electronically via Fastlane or [grants.gov](https://grants.gov).**
- **Need an NSF Fastlane password before submission.**
- **Cindy/Lou Ann/Jacque can assist with Fastlane and uploading your files. Still need transmittal, conflict forms and signatures prior to the electronic release by CGA.**



## Grants.Gov

- **New Electronic system for all federal proposals –grants.gov**
- **Not difficult, but more time-consuming.**
- **All files uploaded as PDF files, “released” to CGA office, who then send it to the grants.gov system.**
- **Need to allow extra days to be sure it makes it to the agency error-free before the deadline – CGA wants it 4 days in advance.**



## Cost-share (Matching) Funds

- **Cost share may be required as part of the proposal.**
- **Your time or Start-up funds may be used towards cost-share.**
- **Approach your chair first, who will approach the Assoc. Dean, who then puts together a formal request for the VP and Provost office.**
- **Typically a 4-way split of cost share is requested [dept, college, VP, Provost]**
- **Only an 80-20 split of indirect costs –**
- ***Therefore only required cost share is considered, and only in cases that don't cause a deficit. We will try and maximize non-cash cost share.***



## Technology Transfer

- **Contact Peggy Wade (353-9492; [wadem@egr.msu.edu](mailto:wadem@egr.msu.edu)) *Brad Shaw to be setting up office hours in EB Fall 2008***
- **Intellectual Property assistance**
- **Contract facilitation**
- **Confidentiality Agreement facilitation**
- **Finding on-campus Collaborators**
- **Finding potential Industry partners**
- **MSU Technologies – 355-2186**  
<http://technologies.msu.edu/MSUT-staff.html>



## Research Funding – External and Internal

### External Sources

- **Weekly E-funding News**
  - Research (DER) website (young faculty list too)  
<http://www.egr.msu.edu/egr/research/>
  - Commerce business daily
  - NSF list serve <http://www.nsf.gov/home/cns/profile/cnews.cfm#new>
  - NIH list serve <http://grants2.nih.gov/grants/guide/listserv.htm>
  - Community of science [www.cos.com](http://www.cos.com)
  - Institutionally Limited Proposals  
<http://resfacil.msu.edu/groups/ILP/>

### Internal Sources

- VP for research and grad studies – intramural research grant program specific for new faculty ; applications due September 11, 2007 <https://www.vprgs.msu.edu/gps/>
- VP website for funding sources  
<http://www.msu.edu/unit/vprgs/level2/findfund.htm>



## Miscellaneous

- **Community of Science**

- <http://www.cos.com/>
- Used to suggest research collaboration partnerships
- Can sign up for weekly funding notices with key words

- **Weekly Engineering Noontime Research Seminars**

- Given by faculty, particularly new faculty, to increase collaborations – TUESDAYS, 12-1, 3540 EB
- General research overviews or specifics on a particular agency



## Start-up Fund Management

- **Typically 4 sources for your start-up package:**
  - Department(s) – department manages
  - College – DER manages
  - VP – DER manages
  - Provost - DER manages
- **DER sends monthly reports of individual account balances to the departments, who should combine it with their account reports. Any time you have a question, contact Paula or Peggy.**



## Building Issues

- **Terry Casey – 353-8689;  
casey@egr.msu.edu**
- **College Physical Plant Liaison**
- **Building Safety [College Safety Committee Chair]**



## Research Machine Shop

**Mike McLean, machinist in ME department**

- **Rates - \$40/hr college or \$50/hr non-college**
- **Hours – M-F 7:30-4:30; call ahead**
- **Location - B250 (southeast EB basement)**



## Research Data

- **DER collects research data for the college from departments and other sources.**
- **Research Expenditures, Overhead Generated, # Proposals submitted and awarded, etc. all reported internally and externally.**
- **Data based on transmittal – be sure that's accurate. Needs to reflect effort, not necessarily dollars for each PI.**
- **Semester Effort Reports**



## Testing

- **The college also provides testing to companies on a fee-for-services basis**
- **Procedure for establishing a testing account**
  - Billing rates
  - Testing approval form
- **For more information:**  
<http://www.egr.msu.edu/egr/research/services/testing.php>



## Summary

- **Contact us about:**

- Your research pre-award needs- proposals, budgets, etc.
- Cost-share
- Start-up funds
- Building issues
- Safety
- Tech transfer