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
NEW FACULTY DER ORIENTATION

WELCOME!

• More information can be found at:
  – www.egr.msu.edu/egr/research
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
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**
Michigan State University
College of Engineering

DER Staff and Contact Information

Dean: Satish Udpa

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Proposal Processing, Grant Transfers
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Proposal Processing
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Cost share, Start-up funds, student payroll
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Building support services, Safety
Terry Casey, B113 RCE
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Research Machine Shop, B250 EB
Mike McLean
mclean@egr.msu.edu; 355-1874

WebSite:
www.egr.msu.edu/egr/research
Proposal Processing

- Contact Cindy/Lou Ann/Jacque - 355-5103; 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/PROPOSALPROCESSINGSTEPS.12033.htm](http://www.egr.msu.edu/egr/research/PROPOSALPROCESSINGSTEPS.12033.htm)

# proposals/FY 07-08 = 476 Please Plan Ahead...
Submiting a Research Proposal

Think of an Idea
Read E-Funding News; Talk to Colleagues; Visit Program Managers

Work on the Technical Proposal
Have your chair or colleagues critique your proposal
Revise and polish proposal

Contact DER with Proposal Processing Form
Work on draft budget with DER
When budget is final, finish Transmittal and Forms
Circulate draft proposal, transmittal and budget for MSU signatures (PI, chair, dean, and CGA)* note chairs and deans of collaborating departments will need to sign too)

Finalize Proposal and Submit to agency with Forms
- 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
• 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
All NSF Proposals are required to be submitted electronically via Fastlane or 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.
• 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) 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
External Sources

• **Weekly E-funding News**
  – Research (DER) website (young faculty list too)
    [http://www.egr.msu.edu/egr/research/](http://www.egr.msu.edu/egr/research/)
  - Commerce business daily
  – Community of science [www.cos.com](http://www.cos.com)
  – Institutionally Limited Proposals
    [http://resfacil.msu.edu/groups/ILP/](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/](https://www.vprgs.msu.edu/gps/)
• VP website for funding sources
  [http://www.msu.edu/unit/vprgs/level2/findfund.htm](http://www.msu.edu/unit/vprgs/level2/findfund.htm)
• Community of Science
  – 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
• 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.
• Terry Casey – 353-8689; casey@egr.msu.edu
• College Physical Plant Liaison
• Building Safety [College Safety Committee Chair]
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)
• 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
• 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
• **Contact us about:**
  - Your research pre-award needs- proposals, budgets, etc.
  - Cost-share
  - Start-up funds
  - Building issues
  - Safety
  - Tech transfer