Engineering Research Seminar Series
Presents

**DER Is Here to Help**
Brought to you by DER

This seminar is tailored to those who were unable to make our ‘DER Is Here to Help Seminar’ in the fall semester, or are new faculty, staff, or graduate students. It will focus on services within the Division of Engineering Research, and all of the various ways we can help you increase your sponsored research expenditures. We look forward to seeing you there!

**Tuesday, January 15th** from 12-1PM | *Lunch will be provided!*
Location: Engineering Building Deans Conference Room, 3405

For more info please contact: Monique Viau @ viaumoni@egr.msu.edu
DER IS HERE TO HELP!

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## College Research Strategy
- Vice President for Research
- Chairs
- Government Affairs, Federal and State funding outlook
- Corporations
- College wide initiatives (e.g. Mobility, SmartAg)

## Faculty Research Development
- Develop research ideas
- Develop funding sources, meet with program managers

## Research Operations
- Proposal processing
- Export control
- Global research
- Fee for service
- Research compliance: Conflict of interest, Outside work for pay
- Cost share, equipment
- Connections outside College, other institutions
- Research policy
- Research Centers
Global Engineering Programs and Research

• Development of international research
• Academy for Global Engagement
• International connections (recruiting, visiting scholars, partnerships, faculty abroad, etc.)

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http://www.egr.msu.edu/global/international-research
Export Control and Trade Sanctions

- Visa requests (students and visiting scholars)
- Export control: EAR and ITAR

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Outreach

- Research outreach to industry, state government
- Special research projects and events

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Meet the Division of Engineering Research

Kelli

Jacque

David

Junhui

Monique

Rebecca

Ziba

Jeremy

Andy
College of Engineering
Proposals submitted by Month for years 2013-2018
## Division of Engineering Research

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Award Proposal Support &amp; Compliance</strong></td>
<td>Budget and proposal package preparation</td>
</tr>
<tr>
<td></td>
<td>Compliance assistance with forms, transfers, patents, MTA, NDA, animals, human subjects, COI, environmental and heath and safety, Export Control</td>
</tr>
<tr>
<td></td>
<td>Liaison to MSU Business Connect, MSU Technology, Office of Sponsored Programs, Contracts and Grants Administration, Office of the Controller</td>
</tr>
<tr>
<td><strong>Fee for Service &amp; Gifts</strong></td>
<td>Proposal assistance, rate setting, billing, DY accounts, deposit gift checks</td>
</tr>
<tr>
<td><strong>Information Sharing</strong></td>
<td>Weekly newsletter, funding database, DER Seminar series</td>
</tr>
<tr>
<td><strong>Data &amp; Reporting</strong></td>
<td>In-progress report, proposals, awards, research expenditures, research facilitation allocation, cost share commitments, deposit gift checks</td>
</tr>
</tbody>
</table>
Proposal Process

- DER helps the College of Engineering submit quality proposals with the highest probability of being reviewed and awarded.
- The timeline and process allows ample time for faculty to focus on writing the technical portion and DER and OSP to focus on ensuring compliance with funding agencies solicitations.

<table>
<thead>
<tr>
<th>Big Idea</th>
<th>Proposal Drafted</th>
<th>Proposal Finalized</th>
<th>Proposal Approved</th>
<th>OSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI submits PPF</td>
<td>DER reviews solicitation</td>
<td>PI completes technical documents</td>
<td>PI approves</td>
<td>Final compliance review</td>
</tr>
<tr>
<td>PI works with collaborators and Department Chair</td>
<td>DER coordinates with OSP</td>
<td>PI receives cost-share approvals</td>
<td>Co-PI approves</td>
<td>Proposal submission</td>
</tr>
<tr>
<td></td>
<td>DER drafts budget with PI</td>
<td>OSP approves budget</td>
<td>Department Chair approves</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PI drafts proposal documents</td>
<td>DER routes for approval</td>
<td>College of Engineering approves</td>
<td></td>
</tr>
</tbody>
</table>

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## Proposal Timeline

<table>
<thead>
<tr>
<th>Business Days Before Submission</th>
<th>Proposal Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10</strong></td>
<td>Principle Investigator (PI) completes Proposal Processing Form (PPF) PI notifies the department chair of any special considerations, e.g., cost share, space</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Final budget, budget justification, and statement of work, electronic routing for approvals</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Submit all final non-technical documents to DER</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Finalize all proposal documents and complete routing Ready for submission to OSP</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>OSP considers the proposal late if all documents are not final and routing is not complete. OPS may not be able to provide compliance assurance.</td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>OSP considers the proposal at-risk if all documents are not final and routing is not complete. <strong>At-risk proposals require approval from the Dean’s Office.</strong></td>
</tr>
</tbody>
</table>

**Special Note:** Other colleges may have stricter proposal deadline policies.
DIVISION OF ENGINEERING RESEARCH PROPOSAL PROCESSING FORM

Proposal
Proposal Type *
- Select -

Lead Unit/Department *
- Select -

Activity Type *
- Select -

Project Title *

Sponsor Deadline Type *
- Select -
Kuali Coeus (KC)
Research Administration System

https://kc.researchadmin.msu.edu/
Kuali Coeus (KC) Research Administration System

Training resources: https://www.cga.msu.edu/PL/Portal/Training.aspx
Liaison to MSU Central Offices

- Vice President for Research and Graduate Studies (VPRGS)  
  https://vprgs.msu.edu/CGA
- Office of Sponsored Programs and Contracts (OSP) and Grant Administration (CGA)  
  https://www.cga.msu.edu/
- University Research Organization (URO)  
  https://uro.egr.msu.edu/
- Business Connect (BC)  
  https://businessconnect.msu.edu/
- MSU Technologies (MSUT)  
  https://technologies.msu.edu/
- Controller’s Office  
  http://www.ctlr.msu.edu/
Office of Sponsored Programs (OSP)

- We are your extended team!
- Solicitation reviews to look for special requirements or unusual terms and conditions
- Compliance reviews at both the budget and proposal review/submission stages
- Liaison between agencies and PIs to complete *Just in Time* requests
- Proposal and Contract teams work together to make sure awards can be accepted
- Authorized signatures on submissions and awards
Fee For Service

MSU Manual of Business Procedures: Section 315

• Fee-for-Service activities in academic settings generally encompass service projects for which an external client requests a deliverable generated using known practical applications of standard procedures and established theories, methods and standard experiments using special or unique MSU research capabilities.

• The results of such work are of specific interest to the client and normally involve a set fee according to a published rate schedule routinely charged to all potential customers, off-the-shelf tools and established protocols.

• Fee-for-service work does not require original, creative, or scholarly analyses or non-standard interpretation of data sets by MSU faculty, staff or students engaged in the work.
Corporate & Foundation Relations

- Connecting corporations and foundations to the College of Engineering faculty and staff
- Matching MSU programmatic and institutional needs with corporate, foundation and other philanthropic interests

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Data and Reporting

- How many proposals did I submit last year?
- What percentage of my proposals are late or at-risk?
- Was my proposal funded?
- What are my research expenditures for the past three years?
- How does the Research Facilitation Allocation work?
- How do I find all the proposals relates to autonomous vehicles?
- What proposals did Ford fund last year?
# Information Sharing

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Newsletter</strong> (weekly)</td>
<td>Proposal preparation resources (e.g. grant writing, NSF seminars) Funding Opportunities Faculty Features System Updates</td>
</tr>
<tr>
<td><strong>In-Progress Report</strong></td>
<td>All proposals, fee for service, gifts actively being worked on by Engineering Faculty</td>
</tr>
<tr>
<td></td>
<td>Weekly by email and linked in newsletter</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="https://www.egr.msu.edu/der/">https://www.egr.msu.edu/der/</a></td>
</tr>
<tr>
<td><strong>Seminars</strong></td>
<td>Seminars like today! <strong>Next Week</strong>: AF Group</td>
</tr>
</tbody>
</table>
Upcoming DER Seminars

• AF Group
• Effort Reporting
• Institute for Cyber Enabled Research
• Diversity Research Network
• MSU Ford Alliance
• Jervis B. Webb – Daifuku

To view past DER seminars visit https://www.egr.msu.edu/der/training/seminar-schedule
Upcoming Seminar

Engineering Research Seminar Series
Presents
AF Group
Brought to you by DER in partnership with Business Connect

This seminar is brought to you by AF Group, a leading insurance company that is interested in exploring ways to be more engaged with MSU. At this presentation they will provide a brief history of their company, trends in the insurance industry and some of the challenges. They are one of the top 5 elite carriers and are looking to grow by diversifying their products and are seeking MSU expertise and looking for areas of mutual interest by finding fundable research opportunities. Some of the areas being discussed are: Wearable/Biometrics, Gig Economy Market, Autonomous Trucks, Trade Wars, and Recent Corporate Tax Impact. Please plan on attending if you have ideas about any of the above ideas or have other ideas that could help them expand their business footprint.

Wednesday, January 23rd from 12-1PM - Lunch will be provided!
Location: Engineering Building Seminar Room, 3540

For more info please contact: Monique Vial @ viaumoni@egr.msu.edu
Division of Engineering Research (DER)

**DER is located in the Engineering Building Room 2527**

[https://www.egr.msu.edu/der/](https://www.egr.msu.edu/der/)  Proposals@egr.msu.edu

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